



# **NORTH DAKOTA FUTURE BUSINESS LEADERS OF AMERICA**

## **Chapter Handbook**

**This publication contains the information and forms necessary to operate a North Dakota FBLA chapter for the 2008-2009 school year.**

# North Dakota

## Future Business Leaders of America

*Future Business Leaders of America is the premier student, business organization. The mission of FBLA is to bring business and education together in a positive working relationship through innovative leadership and career development programs.*

### **FBLA Goals:**

- Develop competent, aggressive business leadership
- Strengthen the confidence of students in themselves and their work
- Create more interest in and understanding of American business enterprise
- Encourage members in the development of individual projects which contribute to the improvement of home, business, and community
- Develop character, prepare for useful citizenship, and foster patriotism
- Encourage and practice efficient money management
- Encourage scholarship and promote school loyalty
- Assist students in the establishment of occupational goals
- Facilitate the transition from school to work

### **FBLA Creed:**

**I believe** education is the right of every person.

**I believe** the future depends on mutual understanding and cooperation among business, industry, labor, religious, family, and educational institutions; as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.

**I believe** every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.

**I believe** every person should actively work toward improving social, political, community, and family life.

**I believe** every person has the right to earn a living at a useful occupation and that this right should not be denied because of race, color, creed, sex, or handicap.

**I believe** every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school, and community.

**I believe** I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

### **FBLA Pledge:**

I solemnly promise to uphold the aims and responsibilities of the Future Business Leaders of America, and as an active member I shall strive to do my best to develop the qualities necessary in becoming a responsible business leader.

# Preface

The 2008-2009 edition of the North Dakota FBLA Chapter Handbook should replace any versions that were used in past years. This handbook will also be available on the North Dakota FBLA website.

Advisers are reminded that this document contains only North Dakota FBLA forms and competitive event regulations and procedures. Every chapter should have a copy of the Chapter Management Handbook published and distributed to active chapters by the national FBLA office. Each chapter should have received a new handbook in the fall of 2008. If you do not have a copy of the national Chapter Management Handbook, contact the national FBLA office directly at 1-800-FBLA-WIN.

There have been numerous changes and additions to this edition of the handbook, and we ask that you please contact the state FBLA office if there are errors or omissions. There have been a number of small changes made to many competitive event guidelines. Please don't assume that nothing has changed from last year. Only major changes are listed below. Please read through the entire handbook as your chapter prepares for the State Leadership Conference, and pay close attention to the checklist of deadline dates that appears in the "Official Information" section.

Changes to this edition:

- Sports Management, an individual, written-test event has been added.
- Desktop Publishing may now have one team member compete in the event a second time, if the team qualified for nationals the previous year.
- Visual aids and props may now be used, in addition to the electronic portion, of the Business Presentation event.
- The written test for Parliamentary Procedure will now be used to determine the top five teams that will perform at the State Leadership Conference, and after that, it will only be used as a tie breaker. The score will no longer constitute 20 percent of the final score.
- There have been numerous competency and rating sheet changes. Please review the event guidelines.



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## ADDRESSES TO SEND DUES, NEWS, AND TO SEEK INFORMATION

NATIONAL DUES: FBLA               \$ 6.00  
                  PBL                 10.00  
                  PROFESSIONAL 23.00  
                  PROF.LIFETIME 350.00

NORTH DAKOTA  
STATE DUES: FBLA   \$ 4.00\*  
                  PBL     \$10.00

**\*Students must belong to state and national FBLA. Local dues may be assessed in addition to the \$4 North Dakota and the \$6 national FBLA dues. Total of \$10 state and national dues are to be mailed to the national office.**

FBLA state dues of \$4 and national dues of \$6 (total of \$10 per member) should be sent directly to the national office using the online reporting process. Go to [www.fbلا-pbl.org](http://www.fbلا-pbl.org) and click on the Membership Registration link. After reporting the membership online, print a copy of the membership form and send it to the national office along with a check made payable to FBLA-PBL, Inc.

No dues are required of local chapter advisers.

In order for the local chapter to receive the November issue of *Tomorrow's Business Leader*, dues must be received at the national office by October 20. You can go online to add new members at any time. Mail dues to:

National Membership Dues  
FBLA-PBL, Inc.  
P.O. Box 79063  
Baltimore, MD 21279-0063

For any *questions* on national dues, number of publications received, or anything from the national office, **contact the national office directly.**

FBLA-PBL, Inc.  
1912 Association Dr.  
Reston, VA 20191-1591  
Toll Free: 1-800-325-2946  
Fax: 703-758-0749  
Email: [membership@fbلا.org](mailto:membership@fbلا.org)  
Web Site: [www.fbلا-pbl.org](http://www.fbلا-pbl.org)

**State and national membership dues must be paid by February 2, 2009, to compete at SLC.**

Schools wishing to form an FBLA chapter should contact the state director for chapter start-up forms. They will mail their initial state and national dues to:

Kelly Scholl  
FBLA-PBL State Director  
Dept. of Career and Tech. Education  
600 East Boulevard Ave., Dept. 270  
Bismarck, ND 58505-0610  
Phone: (701) 328-2286  
Fax: (701) 328-1255  
Email: [kscholl@nd.gov](mailto:kscholl@nd.gov)  
Website: [www.nd-fbلا.org](http://www.nd-fbلا.org)

News for the *ND FBLA web site* should be sent to your regional vice president using the ND FBLA Infoshare Form. Mailing addresses for regional vice presidents can be found on page 4.

Each chapter should conduct a public relations program in the school and community and document the activities with newspaper clippings and reports of radio/TV coverage. News should be mailed to:

FBLA-PBL National Publications  
1912 Association Drive  
Reston, VA 20191-1591

**FBLA-PBL Official Supplier:** (contact for a catalog)

Attention: API MarketPlace  
4471 Nicole Drive  
Lanham, MD 20706  
1-866-325-2725  
Fax: (301) 731-6101  
Website: [www.fbلاMarketPlace.com](http://www.fbلاMarketPlace.com)

Send **Professional Division** dues to:

FBLA-PBL, Inc.  
Attention: Membership Department  
1912 Association Drive  
Reston, VA 20191-1591

# NORTH DAKOTA FUTURE BUSINESS LEADERS OF AMERICA

## 2008 – 2009 CALENDAR

September 10, 2008	Postmark deadline for FBLA Fall Leadership Conference registration
September 28 – 29	FBLA Fall Leadership Conference—Bismarck
November 7 – 8	National Fall Leadership Conference—Minneapolis, MN
November 15	American Enterprise Day
November 21 – 22	National Fall Leadership Conference—New Orleans, LA or Phoenix, AZ
December 1	Postmark deadline for ND FBLA Bylaw amendment submissions
February 2, 2009	Last day to postmark FBLA-PBL state and national dues <b><i>Dues must be postmarked directly to national office in order to participate at State Leadership Conference.</i></b>
	Postmark deadline for:
	Businessperson of the Year and Honorary Membership nominations
	State officer candidate applications
	State parliamentarian applications
	National officer candidate applications— <b><u>sent to state office</u></b>
	Who's Who in FBLA/Chapter President Form
February 8 – 14	FBLA-PBL Week
February 9	Postmark deadline for:
	Go for North Dakota Gold/Silver entries
	FBLA pre-conference test requests
	FBLA Membership Achievement Form
	Marketshare Award form
	Membership Madness/Mania Form
	Adopt-a-Chapter form
	Special Needs Assistance Form
	Hotel Reservation Form — <b><u>sent directly to hotel</u></b>
	Chapter Hotel Form
	American Enterprise Project
	Business Plan
	Community Service Project
	Partnership with Business Project
February 23	Postmark deadline for:
	FBLA online conference and competitive event registration
	FBLA conference registration fees— <b><u>sent directly to fiscal agent</u></b>
	Chaperone Name Tag Form
March 1	Business Achievement Awards Program Verification Forms <b><i>Online verification completed by this date.</i></b>
March 2	Postmark deadline for:
	All other written projects and scrapbooks
	Job Interview and Future Business Leader materials
	Website Development, E-business, Electronic Career Portfolio, and Digital Video Production forms/materials
	Desktop Application and Internet Application Programming forms/materials
	Completed FBLA pre-conference tests
March 29 – 31	FBLA State Leadership Conference—Minot
April 13	Deadline for FBLA chapters to <b><u>notify</u></b> Travel World of intent to compete at NLC
June 23 – 25	FBLA Institute for Leaders—Anaheim
June 25 – 28	FBLA National Leadership Conference—Anaheim

## *FBLA-PBL National Information*

### **Headquarters Staff**

**Administration:** Board of Directors liaison, finance and tax issues, corporate relations, and fundraising partners.

President/Chief Executive Officer	Jean Buckley	<a href="mailto:ceo@fbla.org">ceo@fbla.org</a>	x 111
Executive Assistant	Robin Rockwell	<a href="mailto:eassistant@fbla.org">eassistant@fbla.org</a>	x 113
Staff Accountant	Mary Ait	<a href="mailto:finance@fbla.org">finance@fbla.org</a>	x 115
Receptionist	Ashley Witherspoon	<a href="mailto:general@fbla.org">general@fbla.org</a>	x 110
Mailroom Associate	Nick Harris	<a href="mailto:custsvc@fbla.org">custsvc@fbla.org</a>	x 125
Programs Coordinator	Becky Grant	<a href="mailto:ProgramsCoordinator@fbla.org">ProgramsCoordinator@fbla.org</a>	x 123

**Membership:** Membership development, recruitment, and dues processing.

Marketing & Ed. Relations Director	Greg Oliver	<a href="mailto:marketing@fbla.org">marketing@fbla.org</a>	x 117
Membership Director	Lisa Frye Smothers	<a href="mailto:membershipdir@fbla.org">membershipdir@fbla.org</a>	x 118
Director-PBL College/Univ. Relations	Thomas J. Payne	<a href="mailto:PhiBetaLambda@fbla.org">PhiBetaLambda@fbla.org</a>	x 132
Customer Service	Yolonda Williams	<a href="mailto:custserv@fbla.org">custserv@fbla.org</a>	x 135

**MarketPlace:** Member, chapter, adviser, and officer resources; career and leadership development; and recruitment tools.

(866) 325-2725

[www.fblamarketplace.com](http://www.fblamarketplace.com)

**Conferences:** NLC, NFLC, Institute for Leaders; exhibits and speakers.

Conference Director	Richard Bowen	<a href="mailto:conferencedir@fbla.org">conferencedir@fbla.org</a>	x 119
Conference Manager	Robert Smothers	<a href="mailto:conferencemgr@fbla.org">conferencemgr@fbla.org</a>	x 121

**Education:** National Awards Program, competitive events, educational programs, and partnerships.

Director of Education	Barbara Small	<a href="mailto:education@fbla.org">education@fbla.org</a>	x 122
Education Specialist	Ray Wu-Rorrer	<a href="mailto:eduspecialist@fbla.org">eduspecialist@fbla.org</a>	x 129

**Communications:** In-house publications, public relations, advertising and web development.

Communications Manager	George Mocharko	<a href="mailto:communications@fbla.org">communications@fbla.org</a>	x 120
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#### **National Office Mailing Address**

FBLA-PBL, Inc.  
1912 Association Drive  
Reston, VA 20191-1591  
Toll Free: 800-FBLA-WIN (325-2946)  
Fax: 703-758-0749  
[www.fbla-pbl.org](http://www.fbla-pbl.org)

#### **FBLA-PBL MarketPlace**

4471 Nicole Dr.  
Lanham, MD 20706  
Phone: (866) 325-2725  
Fax: (301) 731-6101  
[www.fblamarketplace.com](http://www.fblamarketplace.com)

## 2008-2009 NORTH DAKOTA FBLA STATE OFFICER DIRECTORY

School Address	Email	Adviser
<b>Brett Anderson, President</b> Divide County High School PO Box G Crosby, ND 58730-0662 965-6392 Fax: 965-6942	<a href="mailto:brett.anderson.3@sendit.nodak.edu">brett.anderson.3@sendit.nodak.edu</a>	Wendy Grote <a href="mailto:wendy.hoger@sendit.nodak.edu">wendy.hoger@sendit.nodak.edu</a>
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<b>Zack Flaten, Region II VP</b> Velva High School PO Box 179 Velva, ND 58790-1279 338-2022 Fax: 338-2023	<a href="mailto:zack.flaten@sendit.nodak.edu">zack.flaten@sendit.nodak.edu</a>	Iris Swedlund, State Adviser <a href="mailto:iris.swedlund@sendit.nodak.edu">iris.swedlund@sendit.nodak.edu</a>
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<b>School Address</b>	<b>Email</b>	<b>Adviser</b>
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<b>Tom Farnham, State Adviser</b> Enderlin High School 410 Bluff Street Enderlin, ND 58027-1399 437-2240 Fax: 349-3447	<a href="mailto:tom.farnham@sendit.nodak.edu">tom.farnham@sendit.nodak.edu</a>	

North Dakota FBLA Website: [www.nd-fbla.org](http://www.nd-fbla.org)

National FBLA-PBL Website: [www.fbla-pbl.org](http://www.fbla-pbl.org)

## 2008-2009 NORTH DAKOTA PBL STATE OFFICER DIRECTORY

Name/Office	Email	Adviser
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<b>Jenna Tews, Vice President of Operations</b> Jamestown College	<a href="mailto:jetews@jc.edu">jetews@jc.edu</a>	Mary Reed Jamestown College PO Box 6087 Jamestown, ND 58401-6087 Office: (701) 252-3767, Ex. 2019 Fax: (701) 253-4318 <a href="mailto:mreed@jc.edu">mreed@jc.edu</a>
<b>Kelly Scholl, State Director</b> Dept. of Career and Tech. Ed. 600 E Blvd. Ave., Dept. 270 Bismarck, ND 58505-0610 (701) 328-2286 Fax: (701) 328-1255	<a href="mailto:kscholl@nd.gov">kscholl@nd.gov</a>	

<b>Gail Riedinger, Admin. Asst.</b> Dept. of Career and Tech. Ed. 600 E Blvd. Ave., Dept. 270 Bismarck, ND 58505-0610 (701) 328-3174 Fax: (701) 328-1255	<a href="mailto:gmriedinger@nd.gov">gmriedinger@nd.gov</a>	
<b>Lynette Borjeson-Painter, State Adviser</b> Bismarck State College PO Box 5587 Bismarck, ND 58506 (701) 224-5755 Fax: (701) 224-5555	<a href="mailto:lynette.borjesonpainter@bsc.nodak.edu">lynette.borjesonpainter@bsc.nodak.edu</a>	
<b>Barb Graham, State Adviser</b>	<a href="mailto:barbgraham@msn.com">barbgraham@msn.com</a>	
<b>Mary Reed, State Adviser</b> Jamestown College PO Box 6087 Jamestown, ND 58401-6087 Office: (701) 252-3767, Ex. 2019 Fax: (701) 253-4318	<a href="mailto:mreed@jc.edu">mreed@jc.edu</a>	

## **NATIONAL OFFICERS**

### **FBLA National Officers**

President	Joseph Riley McMinn Central High School, TN	<a href="mailto:fblapres@fbla.org">fblapres@fbla.org</a>
Secretary	Courtney Ferguson Lakeland High School, NY	<a href="mailto:fblasec@fbla.org">fblasec@fbla.org</a>
Treasurer	Emily Adams Southwest Vermont Career Development Center, VT	<a href="mailto:fblatres@fbla.org">fblatres@fbla.org</a>
Parliamentarian	Eric Li Cinco Ranch High School, TX	<a href="mailto:fblaparl@fbla.org">fblaparl@fbla.org</a>
Eastern Region VP	Paul Cohen Vineland Senior High School, NJ	<a href="mailto:fblaervp@fbla.org">fblaervp@fbla.org</a>
Mountain Plains Region VP	Justin Schultis Fairbury High School, NE	<a href="mailto:fblampvp@fbla.org">fblampvp@fbla.org</a>
North Central Region VP	Caleb Harris Jackson High School, MO	<a href="mailto:fblancvp@fbla.org">fblancvp@fbla.org</a>
Southern Region VP	Melissa Hou DuPont Manual High School, KY	<a href="mailto:fblasrvp@fbla.org">fblasrvp@fbla.org</a>
Western Region VP	Morgan Wilson White River High School, WA	<a href="mailto:fblawrvp@fbla.org">fblawrvp@fbla.org</a>

### **PBL National Officers**

President	Mike Kistler University of Nebraska – Lincoln, NE	<a href="mailto:pblpres@fbla.org">pblpres@fbla.org</a>
Secretary	Gloria Lau PBL National Virtual Chapter, OK	<a href="mailto:pblsec@fbla.org">pblsec@fbla.org</a>
Treasurer	Robert Rouse Unpqua Community College, OR	<a href="mailto:pbltres@fbla.org">pbltres@fbla.org</a>
Parliamentarian	Mark Comaty Salisbury State University, MD	<a href="mailto:pblparl@fbla.org">pblparl@fbla.org</a>
Eastern Region VP	Eric Weinberg Rutgers University, NJ	<a href="mailto:pblervp@fbla.org">pblervp@fbla.org</a>
Mountain Plains Region VP	Alexa Williams Mesa State College, CO	<a href="mailto:pblmpvp@fbla.org">pblmpvp@fbla.org</a>
North Central Region VP	Buddy Alberson Mineral Area College, MO	<a href="mailto:pblncvp@fbla.org">pblncvp@fbla.org</a>
Southern Region VP	Yanyin San Luis Miami Dade College – Kendall Campus, FL	<a href="mailto:pblsrvp@fbla.org">pblsrvp@fbla.org</a>
Western Region VP	Michelle Nakaji California State University – Fullerton, CA	<a href="mailto:pblwrvp@fbla.org">pblwrvp@fbla.org</a>



## 2008-09 North Dakota FBLA Membership Directory

	CHAPTER NAME	2006-07 MEMBERSHIP	ADVISER
<b>REGION I</b>			
8812	Cavalier High School	32	Kaye Furstenau Barb Puppe
12727	Central Valley HS, Buxton	16	Debra Race
3902	Central High School, Grand Forks	62	Kristy Sandbeck
7998	Harvey High School	38	Laurie Bartz
10535	Hatton/Northwood High School	40	Curt Schaff
7197	Lake Area Career Tech, Devils Lake	28	Sherry Boehmer
5118	Lakota High School	51	Marcy Ketelson
6394	Langdon High School	24	Kathy Lorenz
2189	Larimore High School	59	Julie Pearce
6717	New Rockford High School	25	Janel Fortney
10082	North Valley Career Tech, Grafton	31	Susan Shuley
15721	Rugby High School	21	Paula Trottier
10224	Turtle Mt. Community HS, Belcourt	30	Margaret Leonard
14526	Wolford High School	21	Alysa Palmer
<b>REGION II</b>			
15705	Berthold High School	22	John Gruenberg
14216	Bishop Ryan High School	16	Kevin Harmon
8619	Divide County High School, Crosby	69	Wendy Grote Shana Haugenoe Jan Jacobson
4893	Drake High School	19	Joan Birdsell
10133	Garrison High School	30	Dan Splichal
4737	Kenmare High School	46	Tarra Froseth
7547	Killdeer High School	14	Richard Dufault
14233	Central Campus, Minot	10	Eric Pearson Lisa Wolf
2301	Magic City Campus, Minot	38	Michelle Larson Maria Carpenter
	Parshall High School	58	
5544	Stanley High School	25	Don Fry
5095	Velva High School	80	Iris Swedlund Annette Braaten
5295	Watford City High School	23	Delores Flatland Lynette Perdue
12713	Williston High School	24	Dana Michaelson

## **FBLA Chapters (continued)**

### **REGION III**

9279	Beach High School	18	Carol Bartz
5777	Beulah High School	31	Dianne Kuch
7130	Century High School, Bismarck	13	Jessica DeVaal
12728	St. Mary's HS, Bismarck	33	Wade Kadrmas
4549	Dickinson High School	46	Olivia Wellenstein
8220	Hazen High School	34	Sheila Marshall
			Donna Sorenson
4464	Hettinger High School	42	Linda Doe
10033	Linton High School	09	Megan Nodland
6336	Mandan High School	09	Karla Stelter
7512	New Salem High School	09	Jerome Slag
5141	Scranton High School	30	Lynn Brown
12871	Zeeland High School	08	Corbley Ogren

### **REGION IV**

12393	Ashley High School	35	Jason Schmidt
11910	Carrington High School	28	Wayne Shipman
6316	Edgeley High School	28	Ellen Brown
5677	Enderlin High School	24	Tom Farnham
9375	North High School, Fargo	19	Lorna Bernstrom
5966	South High School, Fargo	33	Kerby Engen
11082	Hillsboro High School	35	Ryan Nielsen
4379	Jamestown High School	34	Patsy Stevenson
1878	Lisbon High School	32	Georgeann Gellner
6305	Mayville-Portland CG High School	59	Erin Risovi
			David Torgeson
15717	Milnor High School	23	Katie Kilichowski
4448	West Fargo High School	14	Richard Anderson
7764	Wishek High School	28	Bryan Schumacher

**NORTH DAKOTA DEPARTMENT OF  
CAREER AND TECHNICAL EDUCATION**

**Student Youth Organization Activities Policy  
for  
Secondary Students**

**STATEWIDE CONFERENCES FOR CAREER AND TECHNICAL STUDENT ORGANIZATIONS AND ADVISERS REQUIRING  
ABSENCE FROM SCHOOL.**

Up to three days total absence yearly from school may be allowed with no more than two consecutive days absence for any one State Board approved activity. Weekends must be used for travel and/or conference time where a two-consecutive-day activity is scheduled.

All other related student organization group activities will be totally subject to local discretion and approval.

**OUT-OF-STATE CONFERENCES FOR CAREER AND TECHNICAL STUDENT ORGANIZATIONS AND ADVISERS REQUIRING  
ABSENCE FROM SCHOOL**

Total local discretion.

**STATE AND NATIONAL CAREER AND TECHNICAL STUDENT ORGANIZATION OFFICERS**

Secondary administrators should vigorously encourage their students to be candidates for state and national career and technical student organization offices.

# ***North Dakota FBLA-PBL***

## ***Dress Code***

FBLA-PBL members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world.

Appropriate attire is required for all attendees—advisers, members, and guests—at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

### **Professional attire acceptable for official FBLA-PBL activities include:**

#### **Males**

- Business suit with collared shirt, and necktie
- Sport coat, dress slacks, collared shirt and necktie
- Dress slacks, collared shirt, and necktie
- Business suit or sport coat with dress slacks and banded collar shirt
- Sweater or sweater vest, collared shirt with necktie, and dress slacks
- Dress socks and dress shoes
- Dress socks and dress Doc Marten style shoes (Not sandals, boots, or other shoes with heavy soles)

#### **Females**

- Business suit with blouse or sweater, sleeveless suit is appropriate
- Business pantsuit with blouse or sweater
- Skirt or dress slacks with buttoned-up blouse or sweater
- Business dress
- Capris or gauchos with coordinating jacket/suit, worn below the knee, with nylons.
- Nylons when wearing skirts and dresses
- Dress shoes (closed or open toe)

### **Inappropriate attire, for both men and women, includes:**

- Jewelry in visible body piercing, other than ears
- Hair dyed an unnatural color
- Cargo pocket or zip-off pants
- Jean-style khaki pants, capris, or skirt, or other pants or skirts with pockets sewn on the outside
- Denim, canvas, flannel, or chambray fabric
- Backless, see-through, tight-fitting, spaghetti strapped, strapless, or low-cut blouses/tops/dresses
- Dress t-shirts (Sweaters and blouses are only appropriate)
- Clothing that shows any midriff skin
- Skirts shorter than 2 inches above the knee
- T-shirts, spandex, tank tops, bathing suits
- Blouses that are not buttoned appropriately
- Casual shoes – no sandals, athletic shoes, work shoes, hiking boots, over-the-knee boots, flip-flop/thong sandals of any kind, or bare feet
- Athletic wear—including sneakers
- Hats
- Bolo ties
- Visible foundation garments

***CLARIFICATION:*** Many women's two-piece suits are currently designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes and sleeveless dresses/suits are accepted.

# **COMPETITIVE EVENTS GUIDELINES**



# ACCOUNTING I

*The accurate keeping of financial records is an ongoing activity in all types of businesses. This event provides recognition for FBLA members who demonstrate an understanding of and skill in basic accounting principles and procedures.*

## OVERVIEW

A one-hour written objective test will be administered based on the listed competencies.

## OBJECTIVE TEST COMPETENCIES

- ☐ journalizing
- ☐ account classification
- ☐ terminology
- ☐ types of ownership
- ☐ posting
- ☐ income statement
- ☐ balance sheet
- ☐ worksheet
- ☐ bank reconciliation
- ☐ payroll
- ☐ depreciation
- ☐ manual and computerized systems
- ☐ ethics

## NBEA Standards Reinforced by Event

- Accounting: accounting cycle, accounting process, financial statements, special applications
- Computation: problem-solving applications, mathematical
- Economics and Personal Finance: personal decision making, managing finances and budgeting

**Career Clusters:** Management and Administration; Finance

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants must not have completed more than two (2) semesters (or one {1} semester in a block scheduling program) of high school accounting instruction, nor be enrolled in or have completed any additional accounting courses.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURES

- Participants must furnish their own No. 2 pencils and erasers.
- Non-graphing calculators will be provided.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## JUDGING

Tests will be machine graded.

## STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

**NATIONAL COMPETITION**

The first, second, and third place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

**FIRST YEAR ACCOUNTING STUDENTS ONLY**



## ACCOUNTING II

*The accurate keeping of financial records is a vital ongoing activity in all types of businesses. This event provides recognition for FBLA members who demonstrate an understanding of and skill in accounting principles and procedures as applied to sole proprietorships, partnerships, and corporations.*

### OVERVIEW

This event consists of two (2) parts: an objective test and a production test. A one (1) hour objective test will be administered at the SLC based on the listed competencies. The score received on this portion of the event will constitute 50 percent of the final event score. One (1) hour will be allowed for the computer application portion of the test at the school-testing site. The score received on this portion of the event will constitute 50 percent of the final event score.

### OBJECTIVE TEST COMPETENCIES

- ☐ financial statements
- ☐ partnerships and corporate accounting
- ☐ journalizing and posting
- ☐ ratios and analysis
- ☐ accounts receivable and payable
- ☐ purchases and sales
- ☐ worksheets
- ☐ account classification
- ☐ bank reconciliation
- ☐ income tax
- ☐ payroll
- ☐ inventory
- ☐ plant assets and depreciation
- ☐ cost accounting/manufacturing
- ☐ budgeting and cash flow
- ☐ departmentalized accounting
- ☐ ethics

### PRODUCTION COMPETENCIES

- ☐ financial statements
- ☐ bank reconciliation
- ☐ payroll
- ☐ trial balance
- ☐ journalizing
- ☐ inventory
- ☐ depreciation
- ☐ adjusting/closing entries

### NBEA Standards Reinforced by Event

- Accounting: accounting cycle, financial statements, special applications, payroll and banking procedures, accounting process
- Computation: problem-solving applications, mathematical
- Career Development: career strategy
- Economics and Personal Finance: personal decision making, managing finances and budgeting

**Career Clusters:** Management and Administration; Finance

### ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## **PROCEDURES**

### **Objective Test**

- Participants must furnish their own No. 2 pencils and erasers.
- Non-graphing calculators will be provided.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

### **School-Site Production Test**

- Any accounting or spreadsheet software may be used.
- Documents produced for this event must be prepared by the participant without help from the adviser or any other person.
- No reference materials are allowed.
- Calculators are not allowed on the production portion of the test.

### **JUDGING**

Tests will be machine graded.

### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

### **NATIONAL COMPETITION**

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

## **SECOND YEAR ACCOUNTING STUDENTS ONLY**

# AMERICAN ENTERPRISE PROJECT

*This event recognizes FBLA chapters that develop projects within the school and/or community that increase understanding of and support for the American enterprise system by developing an information/education program.*

## OVERVIEW

This event consists of two (2) parts: a prejudged report and a performance component. The project must promote an awareness of some facet of the American enterprise system within the school and/or community and be designed for chapter participation rather than individual participation. The event is not designed to raise money for the chapter. Rather, the intent is to help members learn more about the economic system under which they live and to then share their expertise in some way with others inside and/or outside of the school.

Based on the highest written report scores, a maximum of five (5) chapters will be selected to make oral presentations at the State Leadership Conference. Specifically the performance should address impact of project to the community, member involvement, and results of the project.

## PERFORMANCE COMPETENCIES

- ☐ good communication skills
- ☐ describe project development and implementation
- ☐ describe benefits to the community
- ☐ ability to make a professional presentation
- ☐ effectively answer questions

## NBEA Standards Reinforced by Event

- Communication: foundations, organizational
- Economics and Personal Finance: economic systems
- Entrepreneurship: economics
- Management: ethics and social responsibility, technology and information management

**Career Clusters:** Management and Administration; Information Technology

## ELIGIBILITY

- All active local chapters may submit a report of their activity. For number of projects each chapter may submit, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Members representing their chapters in the oral presentation portion of this event may compete in two (2) additional team/individual events.

## PROCEDURES

### Report Guidelines

#### ☐ Report—General

- Student members, not advisers, must prepare reports.
- Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and start of the current State Leadership Conference.
- All team members must participate in the presentation.
- Penalty points will be given if the written project doesn't adhere to the report cover and report contents guidelines.

#### ☐ Report Cover

- Report covers must be cover stock, index stock, or card stock and include both a front and back cover.
- Report covers are not counted against the page limit and may contain other information.
- Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover. No items, such as labels or decals, may be attached to the front cover. Two- or three-ring binders are not acceptable report covers.
- Cutout cover stock covers are allowed, but the page containing the cover information is included in the page count.

- Front cover contains the following information: name of the school, state, name of the event, and year (200x–0x)
- All reports must be bound (e.g., tape binding, spiral binding).

#### □ **Report Contents**

- Table of contents with page numbers
- Follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
- Pages are numbered and must be on 8 1/2" x 11" paper. Each side of the paper providing information is counted as a page. Pages must not be laminated or bound in sheet protectors.
- Reports must not exceed 30 pages (a title page, divider pages, and appendices are optional and must be included in the page count).
- Copies should be sent rather than important original documents. No items may be attached to any page in the report.

#### **Performance Guidelines**

- Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.
- Up to three (3) members from each local chapter selected for the finals will give the presentation at the State Leadership Conference. All aspects of the presentation (e.g. speaking, setup, operating audio-visual equipment, etc.) must be performed by these three (3) members. No additional assistance may be provided by other chapter members or advisers.
- Five minutes (5) will be allowed to set up equipment or presentation items. The participant(s) must provide all equipment for the presentation.
- Visual aids and samples specifically related to the project may be used; however, no items may be left with the judges or audience.
- Teams will have seven (7) minutes to describe the project and the results obtained.
- A timekeeper will stand at six (6) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- The performance is open to conference attendees, except performing participants of this event.

#### **JUDGING**

Reports will be screened to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the finalists before the State Leadership Conference. A separate panel of judges will evaluate the presentations. Final rank is determined by totaling the written report scores and the presentation scores. All decisions of the judges are final.

#### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be five.

#### **NATIONAL COMPETITION**

The first and second place winning projects or alternate, are eligible to compete at the FBLA National Leadership Conference.

**Note:** North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.

# AMERICAN ENTERPRISE PROJECT

## Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Purpose of Project • Project designed specifically to promote local understanding of and support for the American Enterprise system	0	1–5	6–10	11–15	
Research into school and/or community needs	0	1–2	3–4	5	
Planning and development of project	0	1–7	8–14	15–20	
Implementation of project	0	1–5	6–10	11–15	
Evaluation and Results • Benefits to and impact on the school and/or community	0	1–7	8–14	15–20	
<b>Format</b>					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1–3	4–7	8–10	
Creativity of the written report and design	0	1–2	3–4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1–3	4–7	8–10	
<b>Subtotal</b>					<b>/100 max.</b>
<b>Penalty Points</b> Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): <input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents & page numbers <input type="checkbox"/> binding incorrect <input type="checkbox"/> over thirty (30) pages, pasted items <input type="checkbox"/> no page numbers in report <input type="checkbox"/> report format does not follow rating sheet					
<b>Total Points</b>					<b>/100 max.</b>

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

# AMERICAN ENTERPRISE PROJECT

## Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Description of project development and strategies used to implement project	0	1-7	8-14	15-20	
Description of research into school or community needs	0	1-5	6-10	11-15	
Appropriate level of member involvement	0	1-3	4-7	8-10	
Degree of impact on the community and its citizens	0	1-7	8-14	15-20	
Evidence of publicity received	0	1-2	3-4	5	
Student evaluation of project effectiveness	0	1-2	3-4	5	
<b>Delivery</b>					
Thoughts and statements are well-organized and clearly stated	0	1-3	4-7	8-10	
Participant(s) demonstrate self-confidence, assertiveness, and good diction	0	1-2	3-4	5	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
<b>Subtotal</b>					<b>/100 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentation over seven (7) minutes. Time:					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Total Points</b>					<b>/100 max.</b>
<b>Report Score</b>					<b>/100 max.</b>
<b>Final Score</b> (add total points and report score)					<b>/200 max.</b>

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

# **BUSINESS CALCULATIONS**

*Acquiring a high level of mathematics skill to solve business problems is a challenge for all prospective business employees. This event provides recognition for FBLA members who demonstrate an understanding of mathematical functions in business applications.*

## **OVERVIEW**

A one-hour written objective test will be administered based on the listed competencies.

## **OBJECTIVE TEST COMPETENCIES**

- ☐ mark-ups and discounts
- ☐ investments
- ☐ bank records
- ☐ insurance
- ☐ interest rates
- ☐ payroll
- ☐ ratios and proportions
- ☐ depreciation
- ☐ consumer credit
- ☐ taxes

## **NBEA Standards Reinforced by Event**

- Accounting: special applications
- Computation: mathematical foundations, number relationships and operations, problem-solving applications, statistics and probability

**Career Cluster:** Finance

## **ELIGIBILITY**

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## **PROCEDURES**

- Participants must furnish their own No. 2 pencils and erasers.
- Non-graphing calculators will be provided.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## **JUDGING**

Tests will be machine graded.

## **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## **NATIONAL COMPETITION**

The first, second, and third place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

# **BUSINESS COMMUNICATION**

*Learning to communicate in a manner that is clearly understood by the receiver of the message is a major task of all businesspeople. This event provides recognition for FBLA members who work toward improving their business communication skills of writing, speaking, and listening.*

## **OVERVIEW**

A one-hour written objective test will be administered based on the listed competencies.

## **OBJECTIVE TEST COMPETENCIES**

- ☐ written & oral communication concepts
- ☐ grammar
- ☐ reading comprehension
- ☐ editing and proofreading
- ☐ word definition and usage
- ☐ capitalization
- ☐ punctuation
- ☐ spelling
- ☐ digital communications

## **NBEA Standards Reinforced by Event**

- Communication: foundations, employment, organizational

**Career Clusters:** Management and Administration; Marketing, Sales and Service

## **ELIGIBILITY**

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## **PROCEDURES**

- Participants must furnish their own No. 2 pencils and erasers.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## **JUDGING**

Tests will be machine graded.

## **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## **NATIONAL COMPETITION**

The first, second, and third place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.



# BUSINESS ETHICS

*Ethical decision-making is essential in the business world and the workplace. This team event recognizes FBLA members who demonstrate the ability to present solutions to ethical situations encountered in the business world and the workplace.*

## OVERVIEW

This event consists of a performance component. Each team will present and defend its positions related to an ethical dilemma.

## PERFORMANCE COMPETENCIES

- ☐ make ethical business decisions in the business world and workplace
- ☐ provide a rationale for ethical decisions presented
- ☐ critical thinking and problem solving
- ☐ have outstanding verbal communication skills
- ☐ effectively answers questions

## NBEA Standards Reinforced by Event

- Business Law: basics of the law
- Career Development: self-awareness
- Communication: foundations, organizational
- Information Technology: impact on society

**Career Cluster:** Management and Administration

## ELIGIBILITY

- For number of teams who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline. Each team must be composed of two to three (2-3) members.
- Participants may enter this event more than once if they did not qualify to compete in this event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again. **Exception:** One (1) member of a team who qualified and/or competed in this event at a previous NLC may compete again.

## PROCEDURES

- ☐ **Preliminary Performance**
  - Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
  - Participants failing to report on time for the event may be disqualified.
  - Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.
  - Twenty (20) minutes before the performance, each team will receive the ethical dilemma.
  - Two (2) 4" x 6" note cards will be provided for each participant and may be used during the preparation and performance of the case. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
  - No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
  - One member should introduce the team and describe the ethical situation. All team members must participate in the presentation.
  - Teams have seven (7) minutes to present the ethical dilemma.
  - A timekeeper will stand at six (6) minutes. When each team is finished, the time used will be recorded. A five (5) point deduction will be made for presentations over seven (7) minutes.
  - Following each presentation, judges will conduct a three (3) minute question-answer period.
  - The preliminary performance is not open to conference attendees.
  - From each group one or more participants will be selected to compete in a final round.
- ☐ **Final Performance**
  - The order of performance will be drawn at random by an impartial person in the event office.
  - The final guidelines are the same as the preliminary guidelines described above; and the final performance is open to conference attendees, except performing participants of this event

**JUDGING**

The performance will be evaluated by a panel of judges. All decisions of the judges are final.

**STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be six.

**NATIONAL COMPETITION**

The first and second place award winning team, or alternate, is eligible to compete at the FBLA National Leadership Conference.

**Members may enter only one of the following events: Business Ethics, Business Presentation, Emerging Business Issues, Entrepreneurship, Future Business Leader, Impromptu Speaking, Job Interview, Network Design, Parliamentary Procedure, Public Speaking I, and Public Speaking II.**

# BUSINESS ETHICS

## Performance Rating Sheet

☐ Preliminary Round

☐ Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content and Recommendation					
Situation is understood and effectively defined	0	1–5	6–10	11–15	
Ethical dimensions of the problem are clearly defined	0	1–5	6–10	11–15	
Team’ position is clearly stated	0	1–3	4–7	8–10	
Effective ethical solution is offered	0	1-5	6-10	11-15	
Delivery					
Thoughts and statements are well organized and clearly stated; appropriate business language is used	0	1–5	6–10	11–15	
Team members demonstrate self-confidence, poise, and good voice projection	0	1–3	4–7	8–10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
All team members actively participated in the presentation	0	1–3	4–7	8–10	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/100 max.
Final Score					/100 max.

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

## **BUSINESS FINANCIAL PLANNING (North Dakota Event)**

### **Sponsored by the North Dakota Bankers Association**

*Business financial planning is paramount to the success of any business enterprise. This event is designed to recognize FBLA members who possess the knowledge and skills needed to establish and develop a complete financial plan with a bank to operate a business, operate a farm or purchase a vehicle. The plan developed must be economically and financially progressive to show a return to the bank and a profit for the entrepreneur in a realistic time frame. In addition to learning and applying financial business decision-making skills, team participants develop business contacts, written and oral communication skills, and familiarity with North Dakota banking procedures.*

#### **OVERVIEW**

This event consists of a pre-judged project.

#### **ELIGIBILITY**

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not place first in this event at a previous State Leadership Conference.

#### **PROCEDURES**

##### **Report Guidelines**

###### ☐ **Report—General**

- Student members, not advisers, must prepare reports.
- Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and start of the current State Leadership Conference.
- All team members must participate.
- Penalty points will be given if the written project doesn't adhere to the report cover and report contents guidelines.

###### ☐ **Report Cover**

- Report covers must be cover stock, index stock, or card stock and include both a front and back cover.
- Report covers are not counted against the page limit and may contain other information.
- Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover. No items, such as labels or decals, may be attached to the front cover. Two- or three-ring binders are not acceptable report covers.
- Cutout cover stock covers are allowed, but the page containing the cover information is included in the page count.
- Front cover contains the following information: name of the school, state, name of the event, and year (200x–0x)
- All reports must be bound (e.g., tape binding, spiral binding).

###### ☐ **Report Contents**

- Table of contents with page numbers
- Follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
- Pages are numbered and must be on 8 1/2" x 11" paper. Each side of the paper providing information is counted as a page. Pages must not be laminated or bound in sheet protectors.
- Reports must not exceed 30 pages (a title page, divider pages, and appendices are optional and must be included in the page count).
- Copies should be sent rather than important original documents. No items may be attached to any page in the report.

##### **Project Guidelines**

- Team members should start planning for this event early in the school year and should plan to work on this event during the entire year prior to the State Leadership Conference. This project is a Business Financial Planning case study.

- Team members must contact Dorothy Lick of the North Dakota Bankers Association (see address below) in order to be provided names and addresses of banks that are members of the North Dakota Bankers Association or the American Bankers Association.
- Once provided with the appropriate bank information, team members must write letters of invitation to this bank to make a presentation on credit and lending at an FBLA chapter meeting or business class. Resources and case studies will be provided to the bankers by the North Dakota Bankers Association.
- When this presentation has been completed, the local FBLA chapter will then determine if any group of students are interested in pursuing this actual event. If so, the banker will give the students the choice of a case study representing a small farm operation, small commercial business, or a car purchase. Each case study will orientate them to the situation they will simulate when they set up an appointment for a loan request with their local banker.
- Team members (two or three) will study and analyze the case study chosen and prepare for an initial visit with the participating bank.
- The initial visit to the bank will allow the team an opportunity to talk to the banker about their business situation and the reason they need financing. The banker will go through the bank's standard practice of requesting a current financial statement, income and expenses projections, etc., and will provide the necessary forms to the FBLA team at that time.
- Upon receiving these forms, the FBLA team will meet and complete the financial information requested by the bank. All pertinent information and figures will be provided through the case study material.
- When the FBLA team has completed the required documents, the team will again contact the bank and set up a second appointment to discuss their completed financial forms.
- The loan documents will be typed up, discussed in detail with the members of the FBLA team, and then signed by all members of the team.
- The FBLA team members will collate and summarize all information, materials, and forms into the approved format:
  - The purpose of the project.
  - A complete chronological sequence of events and time spent at the bank.
  - A summary of the Business Financial Planning process including the original completed financial statement along with all loan related documents/correspondence.
  - A letter from the participating banker regarding this project.
  - Personal comments and feelings of all team members. Team members' comments need to be identified (the name of each individual should appear with their comments).
- Three copies of the completed reports will be submitted for judging directly to Dorothy Lick at the North Dakota Bankers Association. (see address below)
- For additional information and/or assistance contact:
 

Dorothy Lick  
 Senior Vice President of Education  
 North Dakota Bankers Association  
 PO Box 1438  
 Bismarck, ND 58502-1438  
 Phone: 701-223-5303  
 Fax: 701-258-0218  
 Email: [dorothy@ndba.com](mailto:dorothy@ndba.com)

## **JUDGING**

The reports will be reviewed by a screening committee to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the winners. All judges' decisions are final.

## **STATE AWARDS**

A maximum of six awards will be presented at the North Dakota State Leadership Conference.

**NOTE: This is a North Dakota competitive event only. There is a new, similar competitive event on the national level with the same title, but the event is set up very differently.**

# BUSINESS FINANCIAL PLANNING

Sponsored by North Dakota Bankers Association

## Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content and Recommendation</b>					
Purpose of project (statement of project goals)	0	1 – 3	4 – 7	8 – 10	
Complete chronological sequence of events and time spent at the bank	0	1 – 5	6 – 10	11 – 15	
Summary of the business financial planning process, including all related documents	0	1 – 15	16 – 30	31 – 45	
Personal comments from banker and all team members	0	1 – 3	4–7	8–10	
<b>Format of Report</b>					
Clear and concise presentation with logical arrangement of information	0	1 – 3	4 – 7	8 – 10	
Title page and table of contents; correct grammar, punctuation, and spelling; acceptable business style; and creativity	0	1 – 3	4 – 7	8 – 10	
<b>Total Points</b>					<b>/100 max.</b>

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

# **BUSINESS LAW**

*This event provides recognition for FBLA members who are familiar with specific legal areas that most commonly affect personal and business relationships.*

## **OVERVIEW**

A one-hour written objective test will be administered based on the listed competencies.

## **OBJECTIVE TEST COMPETENCIES**

- ☐ contracts
- ☐ sales
- ☐ business organization
- ☐ bailments
- ☐ bankruptcy
- ☐ insurance
- ☐ trade regulation
- ☐ product and personal liability
- ☐ wills
- ☐ consumer protection
- ☐ negotiable instruments
- ☐ torts
- ☐ ethics

## **NBEA Standards Reinforced by Event**

- Business Law: basics of the law, contract law, commercial paper, insurance, bankruptcy, property law, computer law, wills and trusts, domestic relations
- International Business: global business environment
- Economics and Personal Finance: using credit, protecting against risk

**Career Clusters:** Management and Administration; Law, Public Safety

## **ELIGIBILITY**

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## **PROCEDURES**

- Participants must furnish their own No. 2 pencils and erasers.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## **JUDGING**

Tests will be machine graded.

## **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## **NATIONAL COMPETITION**

The first, second, and third place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

## **BUSINESS MATH**

*Acquiring the ability to solve common business mathematical problems is a basic skill needed by all prospective business employees. This event provides recognition for FBLA members who demonstrate an understanding of basic math functions needed in business.*

### **OVERVIEW**

A one-hour written objective test will be administered based on the listed competencies.

### **OBJECTIVE TEST COMPETENCIES**

- ☐ basic math concepts
- ☐ discounts
- ☐ decimals
- ☐ fractions
- ☐ percentages
- ☐ consumer credit

### **NBEA Standards Reinforced by Event**

- Computation: mathematical foundations, number relationships and operations, problem-solving applications

**Career Clusters:** Business, Management and Administration, Finance

### **ELIGIBILITY**

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- *Only members in grades 9 through 10 of the current school year are eligible.*
- Members may not enter this event if they competed in Business Calculations at a previous conference.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

### **PROCEDURES**

- Participants must furnish their own No. 2 pencils and erasers.
- Non-graphing calculators will be provided.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

### **JUDGING**

Tests will be machine graded.

### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

### **NATIONAL COMPETITION**

The first, second, and third place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

## **GRADES 9-10 ONLY**



# BUSINESS PLAN

*Business plans are an effective tool for evaluating, organizing, and selling a new business concept. A well-developed business plan can be a key component of a successful business start-up. This event recognizes FBLA members who demonstrate an understanding and mastery of the process required in developing and implementing a new business venture.*

## OVERVIEW

This event consists of two (2) parts: a prejudged report and a performance component. A prejudged report should be developed based on a proposed business venture or current business operation.

Based on the highest written report scores, a maximum of five (5) projects will be selected to make oral presentations at the State Leadership Conference to explain the development of the business plan.

## REPORT COMPETENCIES

- ☐ identify business
- ☐ provide information on market, analysis, organization, and development of the business
- ☐ write report in appropriate business style
- ☐ spelling and grammar correct

## PERFORMANCE COMPETENCIES

- ☐ have outstanding verbal communication skills
- ☐ voice projection and diction appropriate for presentation
- ☐ articulate need for the proposed business
- ☐ explain process of preparing a business plan
- ☐ identify obstacles for the owner or business
- ☐ explain lessons learned
- ☐ effectively answer judges' questions

## NBEA Standards Reinforced by Event

- Accounting: accounting process, financial statements, special applications
- Career Development: workplace expectations
- Communication: foundations, organizational, technological
- Economics and Personal Finance: markets and prices, managing finance and budgeting, protecting against risk
- Entrepreneurship: management, business plans
- Management: business organization, financial decision making
- Marketing: consumers and their behavior, marketing plan

**Career Clusters:** Management and Administration; Finance; Marketing

## ELIGIBILITY

- For the number of teams who may enter this event, see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Each project may be authored by an individual member or by a team not to exceed three (3) members. The project must not have been submitted at a previous State Leadership Conference.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again. **Exception:** *In the case of an entry submitted by a team, rather than an individual, one member of the team who was involved in a previously submitted entry may enter again. An individual entry is not eligible to try again.*

## REPORT CONTENT

Business plans must not have been in operation for a period exceeding 12 months before the NLC. Reports should not be submitted that evaluate ongoing business ventures. An effective business plan should include the following information:

- **Executive Summary.** Provides a brief synopsis of the key points and strengths included in the plan. Convinces the reader to read the rest of the report.
- **Company Description.** Includes the basic details of the business. Provides an overview of the business, its location, and its legal structure and organization.

- **Industry Analysis.** Provides an analysis of the larger industry to which the business will belong. Analyzes key trends and players in the industry. Demonstrates an understanding and awareness of external business conditions.
- **Target Market.** Provides a brief overview of the nature and accessibility of the target market.
- **Competitive Analysis.** Includes an honest and complete analysis of the business' competition. Demonstrates an understanding of the business' relative strengths and weaknesses.
- **Marketing Plan and Sales Strategy.** Demonstrates how the business' product or service will be marketed and sold. Includes both strategic and tactical elements of the marketing and sales approach.
- **Operations.** Provides an overview of the way the business will operate on a day-to-day basis. Includes production processes, physical facility reviews, use of technology, and processes followed to ensure delivery of products or services.
- **Management and Organization.** Describes the key participants in the new business venture. Identifies the human resources the business can draw upon either as part of the management team, employee pool, consultants, directors, or advisers and the role each will play in the business' development. Discusses compensation and incentives and details decision-making processes.
- **Long-Term Development.** Gives a clear vision for where the business will be in three, five, or more years. Demonstrates an honest and complete evaluation of the business' potential for success and failure. Identifies priorities for directing future business activities.
- **Financials.** Indicates the accounting methodology to be used by the business. Discusses any assumptions made in projecting future financial results. Presents projections honestly and conservatively.
- **Appendix.** In addition, many business plans include copies of key supporting documents (e.g., certifications, licenses, tax requirements, codes) in an appendix. Other examples of these types of documents might include letters of intent or advance contracts, product technical descriptions and/or illustrations, endorsements, and the like.

## **PROCEDURES**

### **Report Guidelines**

#### ☐ **Report—General**

- Student members, not advisers, must prepare reports.
- Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and start of the current State Leadership Conference.
- All team members must participate in the presentation.
- Penalty points will be given if the written project doesn't adhere to the report cover and report contents guidelines.

#### ☐ **Report Cover**

- Report covers must be cover stock, index stock, or card stock and include both a front and back cover.
- Report covers are not counted against the page limit and may contain other information.
- Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover. No items, such as labels or decals, may be attached to the front cover. Two- or three-ring binders are not acceptable report covers.
- Cutout cover stock covers are allowed, but the page containing the cover information is included in the page count.
- Front cover contains the following information: name of student(s), name of the school, state, name of the event, and year (200x–0x).
- All reports must be bound (e.g., tape binding, spiral binding).

#### ☐ **Report Contents**

- Table of contents with page numbers
- Follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
- Pages are numbered and must be on 8 1/2" x 11" paper. Each side of the paper providing information is counted as a page. Pages must not be laminated or bound in sheet protectors.
- Reports must not exceed 30 pages. (A title page, divider pages, and appendices are optional and must be included in the page count.)
- Copies should be sent rather than important original documents. No items may be attached to any page in the report.

### **Performance Guidelines**

- Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.
- Up to three (3) members from each local chapter selected for the finals will give the presentation at the State Leadership Conference. All aspects of the presentation (e.g. speaking, setup, operating audio-visual equipment, etc.) must be performed by these three (3) members. No additional assistance may be provided by other chapter members or advisers.
- Five minutes (5) will be allowed to set up equipment or presentation items. The participant(s) must provide all equipment for the presentation.
- Visual aids and samples specifically related to the project may be used; however, no items may be left with the judges or audience.
- Teams will have seven (7) minutes to describe the project and the results obtained.
- A timekeeper will stand at six (6) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- The performance is open to conference attendees, except performing participants of this event.

### **JUDGING**

Reports will be screened to determine if projects have complied with event eligibility and regulations. A panel of judges will evaluate the written report. A separate panel of judges will evaluate the oral presentations. Final rank is determined by totaling the written report scores and the oral presentation scores. All decisions of the judges are final.

### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be five.

### **NATIONAL COMPETITION**

The first and second place winning projects, or alternate, are eligible to compete at the FBLA National Leadership Conference.

**NOTE:** *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

# BUSINESS PLAN

## Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Executive Summary <ul style="list-style-type: none"> <li>• Convinces reader that business concept is sound and has a reasonable chance of success</li> <li>• Is concise and effectively written</li> </ul>	0	1–7	8–14	15–20	
Company Description <ul style="list-style-type: none"> <li>• Legal form of business</li> <li>• Effective date of business</li> <li>• Company mission statement/vision</li> <li>• Company governance</li> <li>• Company location(s)</li> <li>• Immediate development goals</li> <li>• Overview of company's financial status</li> </ul>	0	1–5	6–10	11–15	
Industry Analysis <ul style="list-style-type: none"> <li>• Description of industry (size, growth rates, nature of competition, history)</li> <li>• Trends and strategic opportunities within industry</li> </ul>	0	1–5	6–10	11–15	
Target Market <ul style="list-style-type: none"> <li>• Target market defined (size, growth potential, needs)</li> <li>• Effective analysis of market's potential, current patterns, and sensitivities</li> </ul>	0	1–5	6–10	11–15	
Competition <ul style="list-style-type: none"> <li>• Key competitors identified</li> <li>• Effective analysis of competitors' strengths and weaknesses</li> <li>• Potential future competitors</li> <li>• Barriers to entry for new competitors identified</li> </ul>	0	1–5	6–10	11–15	
Marketing Plan and Sales Strategy <ul style="list-style-type: none"> <li>• Key message to be communicated identified</li> <li>• Options for message delivery identified and analyzed including Web process</li> <li>• Sales procedures and methods defined</li> </ul>	0	1–5	6–10	11–15	
Operations <ul style="list-style-type: none"> <li>• Business facilities described</li> <li>• Production plan defined and analyzed</li> <li>• Workforce plan defined and analyzed</li> <li>• Impact of technology</li> </ul>	0	1–5	6–10	11–15	
Management and Organization <ul style="list-style-type: none"> <li>• Key employees/principals identified and described</li> <li>• Board of directors, advisory committee, consultants, and other human resources identified and described</li> <li>• Plan for identifying, recruiting, and securing key participants described</li> <li>• Compensation and incentives plan</li> </ul>	0	1–5	6–10	11–15	

(continued on next page)

Long-term Development • Long-term goals identified and documented • Risks and potential adverse results identified and analyzed • Strategy in place to take business toward long-term goals	0	1–5	6–10	11–15	
Financials • Type of accounting system to be used is identified • Financial projections, including monthly cash flow projections, are identified and reasonable • Financial assumptions clearly identified	0	1–7	8–14	15–20	
Supporting Documents • May include works cited page, certifications, licenses, tax requirements, codes, technical descriptions, advance contracts, endorsements, etc.	0	1–5	6–10	11–15	
<b>Format</b>					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1–3	4–7	8–10	
Creativity of written presentation, design, and graphics	0	1–2	3–4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1–3	4–7	8–10	
<b>Subtotal</b>					<b>/200 max.</b>
<b>Penalty Points:</b> Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): <input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents & page numbers <input type="checkbox"/> binding incorrect <input type="checkbox"/> over thirty (30) pages, pasted items <input type="checkbox"/> no page numbers in report <input type="checkbox"/> report format does not follow rating sheet					
<b>Total Points</b>					<b>/200 max.</b>

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

# BUSINESS PLAN

## Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Explanation of the Plan</b>					
Description of project development and strategies used to implement project	0	1-7	8-14	15-20	
Underlying assumptions explained and supported	0	1-5	6-10	11-15	
Risks and potential adverse results identified, analyzed, and planned for	0	1-5	6-10	11-15	
All aspects of the plan effectively presented	0	1-5	6-10	11-15	
Student evaluation of project effectiveness	0	1-3	4-7	8-10	
<b>Delivery</b>					
Thoughts and statements are well-organized and clearly stated	0	1-3	4-7	8-10	
Participant(s) demonstrate self-confidence, poise, and good voice projection	0	1-2	3-4	5	
Demonstrates the ability to effectively answer questions regarding business start-up logistics	0	1-3	4-7	8-10	
<b>Subtotal</b>					<b>/100 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentation over seven (7) minutes. Time:					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Total Points</b>					<b>/100 max.</b>
<b>Report Score</b>					<b>/200 max.</b>
<b>Final Score</b> (add total points and report score)					<b>/300 max.</b>

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

# BUSINESS PRESENTATION

*Using technology to support a presentation can significantly enhance a business leader's effectiveness. This event provides recognition for FBLA members who demonstrate the ability to deliver an effective business presentation while using multimedia presentation technology.*

## OVERVIEW

This event consists of a presentation given at the SLC.

## PERFORMANCE COMPETENCIES

- ☐ create an informative presentation on topic given
- ☐ presentation logically arranged
- ☐ use effective and efficient layout and design
- ☐ voice quality and diction is appropriate for audience

## NBEA Standards Reinforced by Event

- Communication: technological, organizational
  - Information Technology: application software, input technologies, information retrieval
- Career Cluster:** Management and Administration; Information Technology

## ELIGIBILITY

- For number of entries each chapter may submit, see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Entries may be created by an individual member or by a team, not to exceed three (3) members. Participants must be members of an active local chapter and be on record in the FBLA-PBL National Center as having paid dues by designated date.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again. **Exception:** *In the event of a team entry, one (1) member who qualified and/or competed in this event at NLC may compete again.*

## 2009 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

The topic to be developed in this presentation and used for competition at the 2009 SLC will be:

*The principal has asked you to create a presentation on how individuals—especially youth—can stay safe on the Internet. Include information on paying bills and viewing financial records on the Web, online shopping and banking, sharing personal information (through Web sites such as Facebook, Second Life, and YouTube), and any additional Internet Safety information you feel appropriate for youth.*

The presentation will be developed prior to the SLC and will be used when giving the business presentation.

**Copyright and Fair Use Information.** It is the policy of FBLA-PBL to comply with state and federal copyright laws. You may use the following Web sites as a reference:

Copyright and Fair Use Guidelines for Teachers at <http://www.mediafestival.org/copyrightchart.html> • U.S. Copyright Office at <http://www.copyright.gov/> or <http://www.copyright.gov/title17/circ92.pdf>

## PROCEDURES

### ☐ Preliminary Performance

- Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.
- Student members, not advisers, must prepare presentations.
- The participant must use a presentation software program as an aid in delivering the business presentation.
- The chapter must provide all equipment for the presentation.
- Five minutes (5) will be allowed to set up equipment or presentation items.
- The team has seven (7) minutes to deliver the presentation. All team members must actively participate in the presentation.

- Visual aids and samples specifically related to the project may be used in the presentation; however, no items may be left with the judges or audience.
- A timekeeper will stand at six (6) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any presentation over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- Preliminary performances are not open to conference attendees.
- From each group one or more participants will be selected to compete in a final round.

☐ **Final Performance**

- The order of performance will be drawn at random by an impartial person in the event office.
- The final guidelines are the same as the preliminary guidelines described above; and the final performance is open to conference attendees, except performing participants of this event.

**JUDGING**

Presentations will be judged by a panel of judges. All judges' decisions are final.

**STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be six.

**NATIONAL COMPETITION**

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

**Members may enter only one of the following events: Business Ethics, Business Presentation, Emerging Business Issues, Entrepreneurship, Future Business Leader, Impromptu Speaking, Job Interview, Network Design, Parliamentary Procedure, Public Speaking I, and Public Speaking II.**



# BUSINESS PRESENTATION

## Performance Rating Sheet

☐ Preliminary Round

☐ Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Presentation clearly related to topic	0	1–3	4–7	8–10	
Purpose clearly stated	0	1–3	4–7	8–10	
Effectively uses a variety of features of program such as text, graphics, and transitions	0	1–3	4–7	8–10	
Quality of design is professional. Design elements are appropriate for a business presentation; e.g., color choice, font style and size, and so forth	0	1–3	4–7	8–10	
Amount of information is appropriate and timing of presentation is coordinated with delivery	0	1–3	4–7	8–10	
Suitability and accuracy of statements in presentation	0	1–2	3–4	5	
<b>Organization</b>					
Topic adequately developed	0	1–3	4–7	8–10	
Logical sequence of ideas	0	1–3	4–7	8–10	
Accomplished purpose	0	1–3	4–7	8–10	
<b>Delivery</b>					
Thoughts and statements are well–organized and clearly stated; appropriate business language used	0	1–2	3–4	5	
Participant(s) demonstrate self-confidence, poise, and good voice projection	0	1–2	3–4	5	
Demonstrates the ability to effectively answer questions	0	1–2	3–4	5	
<b>Subtotal</b>					<b>/100 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentation over seven (7) minutes. Time:					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Final Score</b>					<b>/100 max.</b>

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

## **BUSINESS PROCEDURES**

*Competency in performing daily tasks is a necessity in business. This event provides recognition for FBLA members who possess knowledge of basic skills and procedures and the ability to make intelligent business decisions.*

### **OVERVIEW**

A one-hour written objective test will be administered based on the listed competencies.

### **OBJECTIVE TEST COMPETENCIES**

- ☐ human relations
- ☐ technology concepts
- ☐ communication skills
- ☐ decision making
- ☐ career development
- ☐ business operations
- ☐ database management
- ☐ ethics

### **NBEA Standards Reinforced by Event**

- Career Development: workplace expectations, career strategy
- Communication: foundations, employment, organizational
- Computation: problem-solving applications
- Economics and Personal Finance: personal decision making
- Information Technology: database management systems, information technology and major business functions, privacy and ethics

**Career Clusters:** Management and Administration; Information Technology

### **ELIGIBILITY**

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

### **PROCEDURES**

- Participants must furnish their own No. 2 pencils and erasers.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

### **JUDGING**

Tests will be machine graded.

### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

### **NATIONAL COMPETITION**

The first, second, and third place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

## **BUSINESSPERSON OF THE YEAR**

*This national event recognizes outstanding leaders from the business sector who have contributed to the success of Future Business Leaders of America-Phi Beta Lambda on the local, state, and/or national levels.*

### **OVERVIEW**

The entry form must be completed by the local chapter adviser and received with each nominee's biographical sketch in the state office postmarked by the deadline date.

The nominees must be members of the business community. Persons who are students or full time employees of education institutions or departments of education are not eligible for this award; such nominees will be disqualified. Nominees must not have been named to this event at a previous State Leadership Conference.

### **ELIGIBILITY**

Each chapter may nominate one or two persons for North Dakota FBLA Businessperson of the Year.

### **PROCEDURES**

Criteria for selection of nominees at the local level should include, but do not have to be limited to:

- Years of participation in FBLA-PBL activities
- Promotion of FBLA-PBL through presentations and seminars
- Contributions to chapter projects and activities
- Financial assistance to and sponsorships of activities for local and/or state chapter(s)

The biographical sketch of each nominee should address the above areas.

### **JUDGING**

The executive committee will select the Businessperson of the Year and notify the local chapter and person(s). They will be recognized at the State Leadership Conference.

***You will be notified if candidate is selected. If you are not notified, the person was not selected as Businessperson of the Year, and if you wish, you may give this person an award from your chapter.***

## CHAPTER ACTIVITIES SCRAPBOOK (North Dakota Event)

*This event is designed to encourage local FBLA chapters to maintain a record of the yearly program of activities. Mementos and pictures of students and activities aid in building local spirit and continuity of the FBLA chapter. This is a North Dakota competitive event only. There is no national event that is similar.*

### OVERVIEW

This event consists of a pre-judged project.

### ELIGIBILITY

All active local chapters may submit a scrapbook for judging. Chapters may also submit a digital scrapbook for judging in addition to the traditional, paper scrapbook.

### REGULATIONS

- Submit your entry for state competition by the deadline date. Use the rating sheet on the following page for judging criteria.
- *The official FBLA scrapbook cover is available but it is costly. Chapters are encouraged to use covers from previous years, or any plain **undecorated** scrapbook cover.*
- Each scrapbook should represent the period of time from the beginning of the immediate past State Leadership Conference to the present time and must be limited to fifty (50) pieces of paper. This does not include the front and back covers. You may place material on the inside front and inside back cover. This is not counted as a page. (You may use both sides of the paper, if you wish, but *the scrapbook will be disqualified if it has over 50 pieces of paper.*) The scrapbook must not exceed 100 numbered pages including title page, table of contents, dividers, appendices and bibliography, but excluding front and back covers.

### PROCEDURES

- Scrapbooks are to be mailed to the address and by the date indicated in the State Leadership Conference Information section prior to the State Leadership Conference.
- Scrapbooks are to be comprehensive, covering the year from the past State Leadership Conference to the present time. Materials should include copies of programs; evidence of participation in local, state and national activities; and emphasis on participation by all members. Neatness, creativity, and art work is considered in the judging.

### JUDGING

Scrapbooks will be screened to determine if chapters have complied with event eligibility and regulations. Judges will evaluate the scrapbooks based on the rating criteria. All decisions of the judges are final.

### STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten. **NOTE: This is a North Dakota competitive event only. This is not a competitive event on the national level.**

# CHAPTER ACTIVITIES SCRAPBOOK

## Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Appearance</b>					
Neatness	0	1 – 2	3 – 4	5	
Color scheme	0	1 – 2	3 – 4	5	
Theme	0	1 – 2	3 – 4	5	
Layout	0	1 – 3	4 – 7	8 – 10	
Conforms to regulations	0	1 – 2	3 – 4	5	
<b>Organization</b>					
Table of contents	0	1 – 2	3 – 4	5	
Logical arrangement and documentation	0	1 – 3	4 – 7	8 – 10	
Appropriate content	0	1 – 2	3 – 4	5	
Complete content	0	1 – 2	3 – 4	5	
School and local newspaper coverage	0	1 – 2	3 – 4	5	
Photographic coverage	0	1 – 3	4 – 7	8 – 10	
<b>Originality</b>					
Creativity	0	1 – 5	6 – 10	11 – 15	
Overall value as an historical record	0	1 – 5	6 – 10	11 – 15	
<b>Total Points</b>					<b>/100 max.</b>

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

## **CHAPTER ACTIVITIES SCRAPBOOK—DIGITAL (North Dakota Event)**

*This event is designed to encourage local FBLA chapters to maintain a digital record of the yearly program of activities. A digital record of the chapter's members and activities will aid in building local spirit and continuity of the FBLA chapter. This is a North Dakota competitive event only. There is no national event that is similar.*

### **OVERVIEW**

This event consists of a pre-judged project.

### **ELIGIBILITY**

All active local chapters may submit a digital scrapbook for judging. Chapters may also submit a traditional, paper scrapbook for judging in addition to the digital scrapbook.

### **REGULATIONS**

- Submit your entry for state competition by the deadline date. Use the rating sheet for judging criteria.
- Each digital scrapbook should represent the period of time from the beginning of the immediate past State Leadership Conference to the present time and must be limited to one hundred (100) slides. This includes the title and ending slide. The slide show must include a title slide, table of contents, section dividers, and ending slide. The table of contents slide must contain hyperlinks to the different section dividers. The title slide must include school name, town, state, and year covered. (Ex. Watertown High School, Watertown, ND 2005-2006). Clip art and animation may be used.
- The memory book should serve as a historical record of the members and the activities the chapter participated in during that particular year.

### **PROCEDURES**

- Slide shows are to be burned to a CD and mailed to the address and by the date indicated in the SLC Information section of this handbook prior to the State Leadership Conference.
- Slide shows are to be comprehensive, covering the year from the past State Leadership Conference to the present time. Materials should include scanned copies of program covers, evidence of participation in local, state, and national activities; and emphasis on participation by all members. Neatness, creativity, and originality are considered in the judging.

### **JUDGING**

Scrapbooks will be screened to determine if chapters have complied with event eligibility and regulations. Judges will evaluate the scrapbooks based on the rating criteria. All decisions of the judges are final.

### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten. **NOTE: This is a North Dakota competitive event only. This is not a competitive event on the national level.**

# CHAPTER ACTIVITIES SCRAPBOOK—DIGITAL

## Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Appearance</b>					
Neatness	0	1 – 2	3 – 4	5	
Color scheme	0	1 – 2	3 – 4	5	
Theme	0	1 – 2	3 – 4	5	
Layout	0	1 – 2	3 – 4	5	
Conforms to regulations	0	1 – 2	3 – 4	5	
Appropriate elements	0	1 – 2	3 – 4	5	
Proper use of grammar, spelling, punctuation, etc.	0	1 – 2	3 – 4	5	
Effective use of text, graphics, and animation	0	1 – 2	3 – 4	5	
<b>Organization</b>					
Table of contents	0	1 – 2	3 – 4	5	
Logical arrangement and documentation	0	1 – 2	3 – 4	5	
Appropriate content	0	1 – 2	3 – 4	5	
Complete content	0	1 – 2	3 – 4	5	
School and local newspaper coverage	0	1 – 2	3 – 4	5	
Photographic coverage	0	1 – 2	3 – 4	5	
Effective transitions		1 – 2	3 – 4	5	
<b>Originality</b>					
Creativity	0	1 – 3	4 – 7	8 – 10	
Overall value as an historical record	0	1 – 5	6 – 10	11 – 15	
<b>Total Points</b>					<b>/100 max.</b>

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

# COMMUNITY SERVICE PROJECT

*This event recognizes FBLA chapters that successfully implement community service projects to serve the citizens of their community.*

## OVERVIEW

This event consists of two (2) parts: a prejudged report and a performance component. Reports must describe one chapter project that serves the community. The project must be in the interest of the community and be designed for chapter participation rather than individual participation. Local chapters are encouraged to perform a wide range of service activities, but to focus on one project in detail for this report.

Based on the highest written report scores, a maximum of five (5) chapters will be selected to make oral presentations at the State Leadership Conference. Specifically, the performance should address the community served, member involvement, and results of the project.

## PERFORMANCE COMPETENCIES

- ☐ communication skills
- ☐ describe project development and implementation
- ☐ describe benefits to the community
- ☐ ability to make a professional presentation
- ☐ effectively answer questions

## NBEA Standards Reinforced by Event

- Communication: foundations, technological
- Management: technology and information management
- Marketing: marketing plan

**Career Clusters:** Business, Management and Administration; Information Technology

## ELIGIBILITY

- All active local chapters may submit a report of their activity. For number of projects each chapter may submit, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Members representing their chapters in the oral presentation portion of this event may compete in two (2) team/individual events.

## PROCEDURES

### Report Guidelines

#### ☐ Report—General

- Student members, not advisers, must prepare reports.
- Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and start of the current State Leadership Conference.
- All team members must participate in the presentation.
- Penalty points will be given if the written project doesn't adhere to the report cover and report contents guidelines.

#### ☐ Report Cover

- Report covers must be cover stock, index stock, or card stock and include both a front and back cover.
- Report covers are not counted against the page limit and may contain other information.
- Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover. No items, such as labels or decals, may be attached to the front cover. Two- or three-ring binders are not acceptable report covers.
- Cutout cover stock covers are allowed, but the page containing the cover information is included in the page count.
- Front cover contains the following information: name of the school, state, name of the event, and year (200x–0x)
- All reports must be bound (e.g., tape binding, spiral binding).



## ❑ Report Contents

- Table of contents with page numbers
- Follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
- Pages are numbered and must be on 8 1/2" x 11" paper. Each side of the paper providing information is counted as a page. Pages must not be laminated or bound in sheet protectors.
- Reports must not exceed 30 pages. (A title page, divider pages, and appendices are optional and must be included in the page count.)
- Copies should be sent rather than important original documents. No items may be attached to any page in the report.

## Performance Guidelines

- Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.
- Up to three (3) members from each local chapter selected for the finals will give the presentation at the State Leadership Conference. All aspects of the presentation (e.g. speaking, setup, operating audio-visual equipment, etc.) must be performed by these three (3) members. No additional assistance may be provided by other chapter members or advisers.
- Five minutes (5) will be allowed to set up equipment or presentation items. The participant(s) must provide all equipment for the presentation.
- Visual aids and samples specifically related to the project may be used; however, no items may be left with the judges or audience.
- Teams will have seven (7) minutes to describe the project and the results obtained.
- A timekeeper will stand at six (6) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- The performance is open to conference attendees, except performing participants of this event.

## JUDGING

Reports will be screened to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the finalists before the State Leadership Conference. A separate panel of judges will evaluate the oral presentations. Final rank is determined by totaling the written report scores and the oral presentation scores. All decisions of the judges are final.

## STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be five.

## NATIONAL COMPETITION

The first and second place winning projects, or alternate, may be submitted for competition at the FBLA National Leadership Conference.

**Note:** North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.

# COMMUNITY SERVICE PROJECT

## Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Purpose of Project • Statement of project goals • Service to the community and its citizens	0	1–5	6–10	11–15	
Planning and development of project	0	1–5	6–10	11–15	
Implementation of project	0	1–5	6–10	11–15	
Impact and benefits to the community	0	1–8	9–18	19–25	
Evidence of publicity	0	1–2	3–4	5	
<b>Format</b>					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1–3	4–7	8–10	
Creativity of the written presentation and design	0	1–2	3–4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1–3	4–7	8–10	
<b>Subtotal</b>					<b>/100 max.</b>
<b>Penalty Points</b> Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): <input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents & page numbers <input type="checkbox"/> binding incorrect <input type="checkbox"/> over thirty (30) pages, pasted items <input type="checkbox"/> no page numbers in report <input type="checkbox"/> report format does not follow rating sheet					
<b>Total Points</b>					<b>/100 max.</b>

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments: \_\_\_\_\_

# COMMUNITY SERVICE PROJECT

## Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Explanation</b>					
Description of project development and strategies used to implement project	0	1–8	9–18	19–25	
Appropriate level of member involvement	0	1–3	4–7	8–10	
Degree of impact on the community and its citizens	0	1–8	9–18	19–25	
Evidence of publicity received	0	1–2	3–4	5	
Student evaluation of project effectiveness	0	1–2	3–4	5	
<b>Delivery</b>					
Thoughts and statements are well-organized and clearly stated	0	1–3	4–7	8–10	
Participant(s) demonstrate self-confidence, poise, and good voice projection	0	1–3	4–7	8–10	
Demonstration of ability to effectively answer questions	0	1–3	4–7	8–10	
<b>Subtotal</b>					<b>/100 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentation over seven (7) minutes. Time:					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Total Points</b>					<b>/100 max.</b>
<b>Report Score</b>					<b>/100 max.</b>
<b>Final Score</b>					<b>/200 max.</b>

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

# COMPUTER APPLICATIONS

*Knowledge of computer applications is a necessity in today's high-tech business world. Employees must be able to apply various computer applications in a business environment using critical thinking and decision making skills. This event provides recognition for FBLA members who can most efficiently demonstrate computer application skills.*

## OVERVIEW

This event consists of two (2) parts: an objective test and a production test. A one (1) hour objective test will be administered based on the objective test competencies. The score received on this portion of the event will constitute 15 percent of the final event score. Two (2) hours will be given for the production test.

Both the skills portion and the written portion of this test will be administered in the home school prior to the state conference. Both portions of the test are to be received at the designated location by the postmark date indicated to be considered for competition. The form to request this test is in the Forms section of this handbook. Students participating must register and pay registration fees for the State Leadership Conference.

## OBJECTIVE TEST COMPETENCIES

- ☐ basic computer terminology and concepts
- ☐ related computer application knowledge
- ☐ document formatting rules and standards
- ☐ netiquette
- ☐ grammar, punctuation, spelling, and proofreading

## PRODUCTION COMPETENCIES

- ☐ database
- ☐ spreadsheets and charts
- ☐ presentation—preparing text slides with graphics and background
- ☐ word processing

## NBEA Standards Reinforced by Event

- Communication: technological, foundations
- Information Technology: impact on society, information retrieval, privacy and ethics, database management system, computer architecture, operating systems, environment and utilities, input technology, application software

**Career Cluster:** Information Technology

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURES

- A Format Guide (located at the end of this section) has been developed to be used as a guide for all skill events that require word processing documents. The Format Guide will be allowed in the test site. All documents must be prepared according to the style in the format guide.
- The following reference materials are allowed at the test site: dictionaries, the Standards of Mailability, and Format Guide.
- Voice recognition software may be used where appropriate; local chapters must provide the software.
- Calculators are not allowed on the production portion of the test.
- Documents produced for this event must be prepared by the FBLA competitors, without help from the adviser or any other person.

**JUDGING**

- Objective tests will be machine graded. This test constitutes 15 percent of the final event score.
- Judging of the skill test will be based on final copy. The score received on this portion of the event will constitute 85 percent of the final event score.
- Ties in this event will be broken by comparing the performance of the affected members on the last ten questions of the exam.

**STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

**NATIONAL COMPETITION**

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

**Note:** *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

# COMPUTER PROBLEM SOLVING

*Having a broad base of knowledge and competencies in core hardware and operating system technologies including installation, configuration, diagnostics, preventative maintenance, and basic networking is an important element for today's computer savvy individual.*

## OVERVIEW

A one-hour written objective test will be administered based on the listed competencies.

## OBJECTIVE TEST COMPETENCIES

- ☐ personal computer components
- ☐ operating systems
- ☐ laptop and portable devices
- ☐ networks
- ☐ security
- ☐ safety and environmental issues
- ☐ printers and scanners

## NBEA Standards Reinforced by Event

- Information Technology: computer architecture; operating systems, environments, and utilities; application software

**Career Cluster:** Information Technology

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURES

- Participants must furnish their own No. 2 pencils and erasers.
- Non-graphing calculators will be provided.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## JUDGING

Tests will be machine graded.

## STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

# **CYBER SECURITY**

*With the increased use of the Internet for browsing, researching, information gathering, and e-commerce, information and cyber security has become a growing concern for businesses throughout our global economy. This event recognizes FBLA members who understand security needs for technology.*

## **OVERVIEW**

A one-hour written objective test will be administered based on the listed competencies.

## **OBJECTIVE TEST COMPETENCIES**

- ☐ computer attacks
- ☐ network security
- ☐ e-mail security
- ☐ firewalls
- ☐ intrusion detection
- ☐ public key
- ☐ authentication
- ☐ disaster recovery
- ☐ physical security
- ☐ forensics security
- ☐ cryptography

## **NBEA Standards Reinforced by Event**

- Information Technology: application software, input technologies, information technology and major business functions, network applications, privacy and ethics

**Career Cluster:** Information Technology

## **ELIGIBILITY**

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## **PROCEDURES**

- Participants must furnish their own No. 2 pencils and erasers.
- Non-graphing calculators will be provided.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## **JUDGING**

Tests will be machine graded.

## **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## **NATIONAL COMPETITION**

The first, second, and third place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

# DATABASE DESIGN & APPLICATIONS

*Databases are necessary to organize data and information in business. This event recognizes FBLA members who demonstrate that they have acquired entry level skills for understanding database usage and development in business.*

## OVERVIEW

This event consists of two (2) parts: an objective test and a production test. A one (1) hour objective test will be administered based on the competencies listed. The score received on this portion of the event will constitute 15 percent of the final event score. One (1) hour will be given for the production test. Calculators are not allowed on the production portion of the test.

Both the skills portion and the written portion of this test will be administered in the home school prior to the state conference. Both portions of the test are to be received at the designated location by the postmark date indicated to be considered for competition. The form to request this test is in the Forms section of this handbook. Students participating must register and pay registration fees for the State Leadership Conference.

## OBJECTIVE TEST COMPETENCIES

- ☐ data definitions
- ☐ query development
- ☐ relational databases
- ☐ form development
- ☐ report generation

## PRODUCTION COMPETENCIES

- ☐ data entry techniques
- ☐ basic organizational structure of a database
- ☐ develop multiple queries
- ☐ set up relational databases
- ☐ edit relationships
- ☐ develop reports including sorting and grouping, inserting graphics, creating headers and footers, and calculating data

## NBEA Standards Reinforced by Event

- Computation: problem-solving applications
- Information Technology: information technology and major business functions, application software, input technologies information retrieval, database management systems

**Career Clusters:** Business, Management and Administration; Information Technology

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURES

- No reference materials are allowed.
- Calculators are not allowed on the production portion of the test.
- Documents produced for this event must be prepared by the FBLA competitors, without help from the adviser or any other person.

## JUDGING

- Objective tests will be machine graded. This test constitutes 15 percent of the final event score.
- Judging of the skill test will be based on final copy. The score received on this portion of the event will constitute 85 percent of the final event score.



- Ties in this event will be broken by comparing the performance of the affected members on the last ten questions of the exam.

#### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

#### **NATIONAL COMPETITION**

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

**Note:** *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

# DESKTOP APPLICATION PROGRAMMING

*Certain types of accounting processes require that each record in the file be processed. Desktop Application Programming focuses on these procedural style processing systems. This event tests the programmer's skill in designing a useful, efficient, and effective program in the area described below.*

## OVERVIEW

This event consists of a pre-judged program.

## PROJECT COMPETENCIES

- ☐ development of topic is logical and creative
- ☐ code is commented at appropriate points
- ☐ interface is a logical arrangement and contains all necessary information
- ☐ program runs without error
- ☐ readme file is complete

## NBEA Standards Reinforced by Event

- Information Technology: computer architecture; operating systems, environments, and utilities; systems analysis and design; communications and networking infrastructures; network applications
- Management: technology and information management

**Career Clusters:** Management and Administration; Information Technology

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## 2009 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

The 2009 program is:

*You have been hired by the national office of Future Business Leaders of America – Phi Beta Lambda.*

*You will design a program to keep the data current allowing the addition and change of records. Each record in the master file contains the members' number, name, school, year joined, a code for active/non-active, and amount owed.*

*You will design a report that will produce a list of members from the master file that has the member number, member name, year joined, and amount owed. Include only the members owing a balance. The report footer should include the total number of non-active members, the total number of active members, total of members owing, and the total amount owed. Print page headings and column headings at the top of each page, allowing for 45 detail lines per page and at the end of the report, the footer information as described below.*

*You may design your master file, update program, and report output as you see fit.*

**Example:**

Future Business Leaders of America – Phi Beta Lambda			
Current Account Balances			
xx/xx/xx	Page: xx		
MEMBER NUMBER	MEMBER NAME	SCHOOL NAME	ACCOUNT BALANCE
xxxxx	xxxxxxxxxx	xxxxxxxxxx	999.99
xxxxx	xxxxxxxxxx	xxxxxxxxxx	999.99

(2009 topic continued on next page)

XXXXX	XXXXXXXXXX	XXXXXXXXXX	999.99
XXXXX	XXXXXXXXXX	XXXXXXXXXX	999.99

*Total non-active members xxxxx    Total active members xxxxx*  
*Total Balance 9,999.99*

## PROCEDURES

- Student members, not advisers, must prepare the program.
- The program must be mailed to the designated location and postmarked by the designated date in order to qualify for judging. The event entry form can be found in the Forms section of this handbook.
- One (1) CD/DVD containing the executable object, source file(s) saved as .txt file(s), sample data file student used, and a readme file must be submitted for judging. The CD/DVD must be labeled with the name of the event, state, name of participant and school.
- Entries will be judged according to the rating sheet.
- The solution must run stand-alone with no programming errors. The judge will copy the contents of the CD/DVD to C:\NLCDesktop\. The program must be designed so that the program will run when copied to a hard drive with this path. The judge will use a file with the same name and layout as given in the problem but with different data.
- Points will be deducted for any logical errors and entries will be judged according to the rating sheet.
- Programs must be accompanied by a readme file noting software used; name of participant, school, and state; source of information; and instructions on running the program.
- Program should run on Windows 2000 or higher computer including Vista.
- CD/DVDs should be free of viruses/malware.

## JUDGING

The program will be judged by a panel of judges. All judges' decisions are final.

## STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## NATIONAL COMPETITION

The first and second place winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

**Note:** *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read national guidelines if entering this event at the national level.*

# DESKTOP APPLICATION PROGRAMMING

## Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Program Readability and Style</b>					
Appropriate names of variables used	0	1–2	3–4	5	
Commentary provided line-by-line and/or section is readable, useful, and complete	0	1–5	6–10	11–15	
General program documentation readable, useful, and complete	0	1–7	8–14	15–20	
Input/output and program parameters properly documented	0	1–2	3–4	5	
Readme file contains name, state, school, instructions, and algorithm	0	1–2	3–4	5	
<b>Program Structure and Content</b>					
Program is concise, does not contain unnecessary complexity	0	1–2	3–4	5	
Appropriate data types used	0	1–2	3–4	5	
Algorithms reliable and straightforward Unusual approaches should be well documented	0	1–5	6–10	11–15	
Algorithms did not impose any special limitations not described in the program instructions	0	1–3	4–7	8–10	
<b>Results</b>					
Program was error free	0	1–3	4–7	8–10	
The program handled user and/or data input errors well	0	1–5	6–10	11–15	
Program functioned as required and meets requirements	0	1–7	8–14	15–20	
Resulting outputs, screens, and messages were useful	0	1–7	8–14	15–20	
<b>Subtotal</b>					<b>/150 max.</b>
<b>Penalty Points</b> Deduct five (5) points for not adhering to guidelines. <input type="checkbox"/> Entry form not received <input type="checkbox"/> media labeled incorrectly _____					
<b>Total Points</b>					<b>/150 max.</b>

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

# DESKTOP PUBLISHING

*Knowledge of desktop publishing is vital in many aspects of today's visual business publications. This event provides recognition to FBLA members who can most effectively demonstrate skills in the areas of desktop publishing, creativity, and decision making.*

## OVERVIEW

This event consists of two (2) parts: an objective test and a production test. Both parts are done collaboratively by the two team members. A one (1) hour objective test will be administered based on the objective test competencies. The score received on this portion of the event will constitute 15 percent of the final event score. Two (2) hours will be given for the production test.

Both the skills portion and the written portion of this test will be administered in the home school prior to the state conference. Both portions of the test are to be received at the designated location by the due date to be considered for competition. The form to request this test is in the Forms section of this handbook. Students participating must register and pay registration fees for the State Leadership Conference.

## OBJECTIVE TEST COMPETENCIES

- ☐ Basic desktop terminology and concepts
- ☐ desktop application knowledge
- ☐ desktop layout rules and standards
- ☐ message presentation, accuracy, and proofreading

## PRODUCTION COMPETENCIES

- ☐ documents address topic and are appropriate for the audience
- ☐ required information is effectively communicated
- ☐ graphics, text treatment, and special effects show creativity and cohesiveness of design
- ☐ appropriate selection of fonts and type sizes
- ☐ overall layout and design is creative and appealing
- ☐ final product indicates a clear thought process and an intended, planned direction with formulation and execution of a firm idea

## NBEA Standards Reinforced by Event

- Communication: foundations, technological
- Information Technology: information technology and major business functions, application software, input technologies, information retrieval

**Career Clusters:** Business, Management and Administration; Information Technology; Marketing

## ELIGIBILITY

- For number of teams who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Each entry must be created by a team of two (2) individuals. The participants must be members of an active local chapter and on record in the FBLA-PBL state and national offices as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again. **Exception:** *In the event of a team entry, one (1) member who qualified and/or competed in this event at NLC may compete again.*

## PROCEDURES

- The team of two participants for this competitive event may use two computers. The participants may also choose to use a scanner and the Internet to download freeware pictures. No other equipment may be used.
- Documents produced for this event must be prepared by the participants without help from the adviser or any other person.
- No reference materials are allowed.
- Voice recognition software may be used where appropriate; local chapters must provide the software.
- The finished product may be submitted in black and white or in color on plain paper.

**JUDGING**

- Objective tests will be machine graded. This test constitutes 15 percent of the final event score.
- Judging of the skill test will be based on final copy. The score received on this portion of the event will constitute 85 percent of the final event score.
- Ties in this event will be broken by comparing the performance of the affected members on the last ten questions of the exam.

**STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

**NATIONAL COMPETITION**

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

**Note:** *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

# DIGITAL VIDEO PRODUCTION

*Digital video has become a prominent and effective way of conveying new ideas and products. This event provides recognition for FBLA members who demonstrate the ability to create an effective video to present an idea to a specific audience.*

## OVERVIEW

This event consists of a pre-judged project.

## PROJECT COMPETENCIES

- ☐ document addresses topic and is appropriate for the audience
- ☐ graphics, text treatment, and special effects show creativity and cohesiveness of design
- ☐ appropriate selection of fonts and type sizes
- ☐ overall layout and design is creative and appealing
- ☐ final product indicates a clear thought process and an intended, planned direction with formulation and execution of a firm idea
- ☐ required information is effectively communicated
- ☐ copyright laws followed

## NBEA Standards Reinforced by Event

- Communication: technological, organizational
- Information Technology: information technology and major business functions, application software, input technologies, information retrieval

**Career Cluster:** Information Technology

## ELIGIBILITY

- For number of entries each chapter may submit, see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Entries may be created by an individual member or by a team, not to exceed three (3) members. Participants must be members of an active local chapter and be on record in the FBLA-PBL National Center as having paid dues by designated date.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again. **Exception:** *In the event of a team entry, one (1) member who qualified and/or competed in this event at NLC may compete again.*

## 2009 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

The topic to be developed in this presentation and submitted for competition at the 2009 SLC will be:

*Create a promotional digital video highlighting a teaching career in business education. Some of your points might include (1) testimonials from students and teachers, (2) nature of work, (3) working conditions, (4) employment opportunities, (5) training and other qualifications, (6) advancement, (7) professional opportunities for community service (8) professional networking with other teachers, and (9) other points that may entice the audience to become a business teacher. The main audience of this video will be high school juniors and seniors, so be sure to include language and technologies that will appeal to them.*

The presentation may include, but is not limited to, elements such as graphics, pictures, music, voice over, sound, and text.

**Copyright and Fair Use Information.** It is the policy of FBLA-PBL to comply with state and federal copyright laws. You may use the following Web sites as a reference:

Copyright and Fair Use Guidelines for Teachers at <http://www.mediafestival.org/copyrightchart.html>  
U.S. Copyright Office at <http://www.copyright.gov/> or <http://www.copyright.gov/title17/circ92.pdf>

## PROCEDURES

- Presentations must address the given topic. Student members, not advisers, must prepare presentations.
- Presentations should be at least two (2) and no more than four (4) minutes in length.
- Entries may be created in any video editing program, but must play on a standard CD or DVD player. The program must include a player or viewer to run the production.
- The production may use any method to capture or create moving images. Cameras can include traditional camcorders or mini-DVD format.

- It is recommended that royalty-free music be used, but it still must be documented that the music is royalty free.
- Entries must be accompanied by a readme file (300 words or less) noting software used, clearances obtained, sources of information, references, and instructions of running the presentation.
- Submit one (1) CD or DVD for judging. CDs or DVDs should be clearly labeled with the name of the event, state, participants' name(s), and school.
- The presentations must be mailed to the designated location and postmarked by the designated date in order to qualify for judging. The event entry form can be found in the Forms section of this handbook.

### **JUDGING**

Presentations will be judged by a panel of judges. All judges' decisions are final.

### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

### **NATIONAL COMPETITION**

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

**NOTE:** *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*



# DIGITAL VIDEO PRODUCTION

## Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Theme properly developed	0	1-7	8-14	15-20	
Elements included in presentation are suitable, appropriate, and directed towards a specific audience	0	1-3	4-7	8-10	
Copyright laws have been followed and permissions are cited in readme file	0	1-3	4-7	8-10	
Presentation is clear and concise	0	1-7	8-14	15-20	
Effective use of innovative technology	0	1-7	8-14	15-20	
Proper use of grammar, spelling, punctuation, etc.	0	1-2	3-4	5	
Readme file	0	1-2	3-4	5	
<b>Presentation</b>					
Presentation includes an effective opening, body, and conclusion	0	1-7	8-14	15-20	
Transitions are effective and appealing	0	1-5	6-10	11-15	
Audio and visual elements coordinated and complimentary	0	1-5	6-10	11-15	
Audio Editing • Good quality • Appropriate volume	0	1-5	6-10	11-15	
Proper Use of Video Technology • Video uses multiple camera angles • Video is smooth and steady • Video is in focus	0	1-5	6-10	11-15	
Titles and graphics enhance overall quality or presentation	0	1-5	6-10	11-15	
Presentation effective at motivating audience to action	0	1-5	6-10	11-15	
<b>Subtotal</b>					<b>/200 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentations over four (4) minutes. Time: _____					
<b>Penalty Points</b> Deduct five (5) points for not adhering to Guidelines. <input type="checkbox"/> Entry form not received <input type="checkbox"/> media labeled incorrectly   _____					
<b>Final Score</b>					<b>/200 max.</b>

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

## E-BUSINESS

*One critical element in a business' success in today's global market is the ability to sell products and services to the consumer via the Internet. This event recognizes FBLA members who have developed proficiency in the creation and design of Web commerce sites.*

### OVERVIEW

This event consists of a pre-judged project.

### PROJECT COMPETENCIES

- ☐ document addresses topic and is appropriate for the audience
- ☐ graphics, text treatment, and special effects show creativity and cohesiveness of design
- ☐ appropriate selection of fonts and type sizes
- ☐ overall layout and design is creative and appealing
- ☐ final product indicates a clear thought process and an intended, planned direction with formulation and execution of a firm idea
- ☐ required information is effectively communicated
- ☐ copyright laws followed
- ☐ web site functions without error

### NBEA Standards Reinforced by Event

- Communication: technological
- Economics and Personal Finance: allocation of resources, markets and prices, buying goods and services
- Entrepreneurship: marketing
- Information Technology: input technologies, network applications, privacy and ethics
- Marketing: consumers and their behavior, the marketing mix

**Career Clusters:** Business, Management and Administration; Finance; Information Technology; Marketing, Sales and Service

### ELIGIBILITY

- For number of entries each chapter may submit, see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Entries may be created by an individual member or by a team, not to exceed three (3) members. Participants must be members of an active local chapter and be on record in the FBLA-PBL National Center as having paid dues by designated date.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again. **Exception:** *In the event of a team entry, one (1) member who qualified and/or competed in this event at NLC may compete again.*

### 2009 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

Participation in this event will allow members to demonstrate proficiency in conceptualizing, designing, and creating efficient and marketable E-business sites. The topic to be addressed by the site developed for competition at the 2009 SLC will be:

*Your FBLA chapter has asked you to design a Web site for a flower and plant sale. Create a Web site where customers can preorder flowers and plants. The site should be designed to generate revenue for the chapter. Included in the site should be a navigation bar to allow customers to view and select for purchase all items for sale. It must also offer a shopping cart, pricing and payment information—including payment options, delivery options, and security/service information.*

**Copyright and Fair Use Information.** It is the policy of FBLA-PBL to comply with state and federal copyright laws. You may use the following Web sites as a reference:

Copyright and Fair Use Guidelines for Teachers at <http://www.mediafestival.org/copyrightchart.html>  
U.S. Copyright Office at <http://www.copyright.gov/> or <http://www.copyright.gov/title17/circ92.pdf>

### PROCEDURES

- Student members, not advisers, must prepare projects.
- The Web site must be available for viewing on the Internet at the time of judging. No changes can be made to the Web site after the official entry date. Judging of the E-business site will take place before the SLC.

- Any photographs, text, trademarks, or names that are used on the site must be supported by proper documentation and approvals indicated on the site. Members are expected to follow all applicable copyright laws and may be disqualified if items are used inappropriately and not documented.
- The use of templates must be identified at the bottom of the home page.
- E-business sites should be designed to allow for viewing by as many different platforms as possible.
- Entries will be judged according to the rating sheet.
- An official event entry form must be completed and submitted. This form is located in the Forms section of this handbook.

### **JUDGING**

Web sites will be screened to determine if chapters have complied with event eligibility and regulations. Using the rating sheet, a panel of judges selects the winners. All decisions of the judges are final.

### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

### **NATIONAL COMPETITION**

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

**NOTE:** *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

# E-BUSINESS

## Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Page Layout and Design</b>					
Fonts, colors, and graphics enhance aesthetic appeal	0	1–3	4–7	8–10	
Format is consistent and appropriate	0	1–3	4–7	8–10	
Graphic design shows creativity, originality, and supports topic	0	1–5	6–10	11–15	
Site uses innovative technology tools and enhancements effectively	0	1–3	4–7	8–10	
<b>Site Navigation</b>					
All links are functional	0	1–7	8–14	15–20	
Links show consistent format	0	1–3	4–7	8–10	
Navigational path allows customers to make purchasing decisions easily	0	1–7	8–14	15–20	
Navigational scheme logical and effective	0	1–3	4–7	8–10	
<b>Content</b>					
Effectiveness of site	0	1–8	9–18	19–25	
Solution adequately addresses assigned topic	0	1–5	6–10	11–15	
<b>Application Design</b>					
Form fields are validated	0	1–5	6–10	11–15	
Transaction data is appropriately prepared for payment gateway on secured site	0	1–3	4–7	8–10	
<b>Technical</b>					
Proper use of grammar, spelling, etc.	0	1–3	4–7	8–10	
Site is compatible with multiple browsers	0	1–3	4–7	8–10	
Copyright laws have been followed, permissions are cited on the Web site, and the use of templates is identified at the bottom of the home page	0	1–3	4–7	8–10	
<b>Total Points</b>					<b>/200 max.</b>

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

# ECONOMICS

*This event provides recognition for FBLA members who can identify, understand, and apply economic principles to contemporary social, political, and ecological problems.*

## OVERVIEW

A one-hour written objective test will be administered based on the listed competencies.

## OBJECTIVE TEST COMPETENCIES

- ☐ economic principles related to the policies and goals of the United States economy
- ☐ comparison of the American economic system to other systems
- ☐ supply and demand
- ☐ international trade
- ☐ market structures
- ☐ investments and interest rates
- ☐ monetary and fiscal policy
- ☐ types of businesses
- ☐ business cycles
- ☐ role of government
- ☐ labor relations
- ☐ environmental issues

## NBEA Standards Reinforced by Event

- Economics and Personal Finance: allocation of resources, economic systems, economic institutions and incentives, markets and prices, market structures, productivity, role of government, international economic concepts
- Entrepreneurship: economics, aggregate supply and demand
- International Business: global business environment
- Management: organized labor

**Career Clusters:** Business, Management and Administration; Finance; Marketing

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURES

- Participants must furnish their own No. 2 pencils and erasers.
- Non-graphing calculators will be provided.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## JUDGING

Tests will be machine graded.

## STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

# ELECTRONIC CAREER PORTFOLIO

*An electronic career portfolio is a purposeful collection of work that tells the story of an applicant including achievements, growth, vision, reflection, skills, experience, education, training, and career goals. It is a tool that gives employers a complete picture of who you are—your experience, your education, your accomplishments—and what you have the potential to become—much more than just a letter of application and resume can provide.*

## OVERVIEW

This event consists of a prejudged project. The portfolio should display samples of your work, achievements, and accomplishments you would refer to in an interview. Electronic portfolios use interactive multimedia to increase the range and type of materials that can be included as evidence of learning.

## PROJECT COMPETENCIES

- ☐ good written communication skills
- ☐ organizational skills
- ☐ creativity
- ☐ career development
- ☐ technology skills—Internet, computer programs
- ☐ multimedia
- ☐ self-assessment
- ☐ knowledge of employability skills and trends

## NBEA Standards Reinforced by Event

- Career Development: workplace expectations
  - Communication: foundations, employment
  - Information Technology: information retrieval, privacy and ethics, application software
- Career Clusters:** Business, Management and Administration; Information Technology; Marketing

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## GUIDELINES

- Student members, not advisers, must prepare portfolios.
- The portfolio should have no more than 30 pages (i.e., slides, links, text files).
- All information should reflect the student's accomplishments and experiences. No fictitious information should be presented.
- Navigation through portfolio should be easy and consistent in appearance and format.
- The portfolio must include: table of contents, a resume, and career summary. The career summary page should include career choice, description of career, education required, and future job outlook (e.g., monetary, advancement).
- Additional sample materials may include: awards and honors, certifications, community and volunteer activities, conferences or workshops, examples of projects or presentations, letters of recognition and recommendation, list of accomplishments, leadership development activities, recognitions, self-assessments, evidence of specific skills, a page from a Web site created, writing samples, and so forth.
- When contemplating these items, you want to showcase your education and work experience by showing examples and evidence of your work, skills, and accomplishments. For example, only include 1–2 pages from a Web site or 1–2 pages of a report.
- All files must be viewable on a Windows platform.
- The portfolio may be submitted in any program, but it must include a player/viewer for the program.

- Submit one (1) CD or DVD for judging. CDs or DVDs should be clearly labeled with the name of the event, state, participant's name, and school.
- The presentations must be mailed to the designated location and postmarked by the designated date in order to qualify for judging. The event entry form can be found in the Forms section of this handbook.

#### **JUDGING**

Presentations will be judged by a panel of judges. All judges' decisions are final.

#### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

#### **NATIONAL COMPETITION**

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

# ELECTRONIC CAREER PORTFOLIO

## Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Required items included: • Table of contents • Resume • Career summary	0	1–5	6–10	11–15	
Samples of work, achievements, and accomplishments (minimum of 4 samples)	0	1–7	8–14	15–20	
Items included appropriate for career choice	0	1–5	6–10	11–15	
Evidence of research in career summary; sources of information cited in proper copyright format	0	1–7	8–14	15–20	
<b>Portfolio Usability</b>					
Navigation is easy and effective	0	1–3	4–7	8–10	
Clear presentation with logical arrangement of information	0	1–3	4–7	8–10	
Correct English skills demonstrated	0	1–3	4–7	8–10	
<b>Subtotal</b>					<b>/100 max.</b>
<b>Penalty Points</b> Deduct two (2) points for each spelling error (10 points maximum). _____  Deduct five (5) points for not adhering to Guidelines. <input type="checkbox"/> Entry form not received <input type="checkbox"/> media labeled incorrectly _____					
<b>Total Points</b>					<b>/100 max.</b>

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



## EMERGING BUSINESS ISSUES

*This event provides FBLA members with an opportunity to develop and demonstrate skills in researching and presenting an emerging business issue. The event is based on team rather than individual participation. In addition to learning research skills, team participants develop speaking ability and poise through oral presentations.*

### OVERVIEW

This event consists of a presentation for the topic listed taking the affirmative or negative argument.

### PERFORMANCE COMPETENCIES

- ☐ understanding of topic evident
- ☐ topic presented in a logical manner
- ☐ all team members contribute to presentation
- ☐ arguments are persuasive and relevant to topic
- ☐ questions answered effectively

### NBEA Standards Reinforced by Event

- Communication: foundations, employment
- Economic and Personal Finance: market structures, role of government, personal decision making
- International Business: global business environment
- Management: ethics and social responsibility, financial decision making

**Career Clusters:** Business, Management and Administration; Information Technology

### ELIGIBILITY

- For number of teams who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline. Each team must be composed of two to three (2-3) members.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again. **Exception:** One (1) member who qualified and/or competed in this event at NLC may compete again.

### 2009 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

The topic to be researched and presented during the 2009 SLC will be:

*It has been proposed that the Federal Government offer temporary worker status to undocumented men and women now employed in the United States and to those in foreign countries who have been offered employment here. The workers under temporary status must pay a one-time fee to register in the program, abide by the rules, and return home after their period of work expires. There would be an opportunity for renewal. In the future, only people outside the U.S. may join the temporary worker program, and there will be an orderly system in place to address the needs of workers and companies. You should be prepared to argue the affirmative that a temporary worker program is essential to the national economy or the negative that the economy can handle the tightening of immigration laws without a temporary worker program.*

Participants will be expected to research the topic prior to the conference and be prepared to present either an affirmative or negative argument, based on random selection.

### PROCEDURES

- ☐ **Preliminary Performance**
  - Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
  - Participants failing to report on time for the event may be disqualified.
  - Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

- Each team's presentation must be the result of its own independent work. Facts and working data may be secured from any source. The student members, not advisers, must prepare presentations. All members of the team must participate in the advance research of the topic and in the actual presentation.
  - Six minutes before their presentation time, team members will draw to determine whether they will present an affirmative or negative argument. Teams will then have five (5) minutes to finalize their preparations.
  - Teams will be permitted to bring prepared notes written/printed on note cards to the preparation and presentation areas. In addition, two (2) 4" x 6" blank note cards will also be provided for each team member and may be used during the preparation and performance of the presentation. Information may be written on both sides of the note cards.
  - No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
  - Teams will have five (5) minutes to present the case. All team members must participate in the presentation.
  - Teams should introduce themselves, describe the situation, make their recommendations, and summarize their case.
  - A timekeeper will stand at four (4) minutes. When the presentation is finished, the time used will be recorded, noting a deduction of five (5) points for any presentation over five (5) minutes.
  - Following each presentation, judges will conduct a three (3) minute question-answer period.
  - The preliminary performance is not open to conference attendees.
  - From each group, one or more teams will be selected to compete in the final round.
- ❑ **Final Performance**
- The final guidelines are the same as the preliminary guidelines described above. The final performance is open to conference attendees, except performing participants of this event.

#### **JUDGING**

The performance will be evaluated by a panel of judges. All decisions of the judges are final.

#### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be six.

#### **NATIONAL COMPETITION**

The first and second place award winning teams, or alternate, are eligible to compete at the FBLA National Leadership Conference.

***Note:** North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

**Members may enter only one of the following events: Business Ethics, Business Presentation, Emerging Business Issues, Entrepreneurship, Future Business Leader, Impromptu Speaking, Job Interview, Network Design, Parliamentary Procedure, Public Speaking I, and Public Speaking II.**

# EMERGING BUSINESS ISSUES

## Performance Rating Sheet

☐ Preliminary Round

☐ Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Understanding of issue/topic	0	1–3	4–7	8–10	
Flow and logic of content	0	1–7	8–14	15–20	
Quality of evidence	0	1–7	8–14	15–20	
<b>Ability to Take a Position</b>					
Persuasiveness	0	1–7	8–14	15–20	
Relevance of arguments	0	1–3	4–7	8–10	
<b>Delivery</b>					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1–2	3–4	5	
Participant(s) demonstrate self-confidence, poise, and good voice projection	0	1–2	3–4	5	
Demonstration of ability to effectively answer questions	0	1–3	4–7	8–10	
<b>Subtotal</b>					
					<b>/100 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentation over five (5) minutes. Time:					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Final Score</b>					
					<b>/100 max.</b>

Check one: ☐ Affirmative presentation ☐ Negative presentation

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

# ENTREPRENEURSHIP

*Owning and managing a business is the goal of many Americans. This event recognizes FBLA members who demonstrate the knowledge and skills needed to establish and manage a business. This event is based on team rather than individual participation. In addition to learning and applying business decision-making skills, team participants develop speaking ability and poise through oral presentations.*

## OVERVIEW

This event consists of two (2) parts: an objective test and a performance component. A one (1) hour objective test will be administered based on the competencies listed. Team members will take one objective test collaboratively. The objective test is administered in the home school prior to the State Leadership Conference. The test is to be returned to the designated location by the established date to be considered for competition.

The case study will consist of a decision-making problem encountered by entrepreneurs in one or more of the following areas: business planning, human relations, financial management, and marketing. All the questions raised in the case must be addressed during the presentation.

## OBJECTIVE TEST COMPETENCIES

- ☐ business plans
- ☐ community/business relations
- ☐ legal issues
- ☐ initial capital and credit
- ☐ personnel management
- ☐ financial management
- ☐ marketing management
- ☐ taxes
- ☐ government regulation

## PERFORMANCE COMPETENCIES

- ☐ topic presented in a logical manner
- ☐ communication skills evident through voice projection and diction
- ☐ critical thinking/problem solving used to resolve case
- ☐ presentation includes positive and negative aspects of implementation
- ☐ all team members contribute to presentation
- ☐ questions answered effectively

## NBEA Standards Reinforced by Event

- Accounting: the accounting process, special applications
- Communication: foundations, organizational
- Entrepreneurship: marketing, economics, finance, accounting, global market, legal, business plans
- Management: management functions, human resource management
- Marketing: foundations of marketing, the marketing mix, the marketing plan

**Career Clusters:** Business, Management and Administration; Finance; Marketing

## ELIGIBILITY

- For number of teams who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Each team must be composed of two (2) or three (3) members. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again. **Exception:** One (1) member who qualified and/or competed in this event at NLC may compete again.

## PROCEDURE

### Objective Test

- Participants must furnish their own No. 2 pencils and erasers.
- Non-graphing calculators will be provided.
- The five (5) teams with the highest scores will be scheduled for a performance.

- **Case Study Problem**
- Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.
- Twenty (20) minutes before the performance, each team will receive the case study.
- Two (2) 4" x 6" note cards will be provided for each team member and may be used during the preparation and performance of the event. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
- No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
- Teams have seven (7) minutes to present the case.
- Teams should introduce themselves, describe the situation, make their recommendations, and summarize their case. All team members must participate in the presentation.
- A timekeeper will stand at six (6) minutes. When each team is finished, the time used will be recorded. A five (5) point deduction will be made for presentations over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- The performance is open to conference attendees, except performing participants of this event.

#### **JUDGING**

- The written objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. In the case of a tie after the final performance, the objective test score will be added to determine the final rank. All decisions of the judges are final.

#### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is five.

#### **NATIONAL COMPETITION**

The first and second place award winning teams are eligible to compete at the FBLA National Leadership Conference. If an entire team (or any member) cannot attend, alternates may be chosen.

**Note:** *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

**Members may enter only one of the following events: Business Ethics, Business Presentation, Emerging Business Issues, Entrepreneurship, Future Business Leader, Impromptu Speaking, Job Interview, Network Design, Parliamentary Procedure, Public Speaking I, and Public Speaking II.**

# ENTREPRENEURSHIP

## Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Problem is understood and well-defined	0	1–5	6–10	11–15	
Alternatives are recognized with pros and cons stated and evaluated	0	1–5	6–10	11–15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1–5	6–10	11–15	
Anticipated results are based on correct reasoning	0	1–5	6–10	11–15	
<b>Explanation</b>					
Thoughts and statements are well organized and clearly stated; appropriate business language is used	0	1–5	6–10	11–15	
Team members demonstrated self-confidence, poise, and good voice projection	0	1–3	4–7	8–10	
All team members participated actively during the presentation	0	1–2	3–4	5	
Demonstrated ability to effectively answer questions	0	1–3	4–7	8–10	
<b>Subtotal</b>					<b>/100 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentation over seven (7) minutes. Time:					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Final Score</b>					<b>/100 max.</b>
<b>Objective Test Score</b> (To be used in the event of a tie.)					

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

## **FBLA ACALYMPICS (North Dakota Event)**

*This event is based on team rather than individual competition. FBLA chapter team members demonstrate knowledge of fundamental business competencies as well as FBLA history and organization.*

### **OVERVIEW**

The event will consist of a written test with all team members working jointly to answer the questions. The test may include questions on accounting, business communications, business math, business law, business procedures, spelling, FBLA history and organization, computers, general business, and keyboarding.

### **ELIGIBILITY**

For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Each team must be composed of three (3) to five (5) members who are on record as having paid dues by the established state membership deadline.

### **REGULATIONS**

- Team members may have entered this event at a previous State Leadership Conference.
- Team members also may enter another competitive event with the exception of interview, performance, or speaking events.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

### **PROCEDURES**

- This event consists of questions based on the previously listed competencies, with team members working jointly to answer the questions.
- A one-hour written objective test will be administered.
- Participants must furnish their own No. 2 pencils and erasers.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.
- Ties will be broken according to which team finished first.

### **JUDGING**

Tests will be machine graded.

### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be five (5). ***This is a North Dakota event only. There is no competition at the national level.***

## **FBLA PRINCIPLES & PROCEDURES**

*Members in FBLA should be knowledgeable about the association and the information found in the official publications. This event provides recognition for FBLA members who are interested in learning about the background and current information of FBLA-PBL.*

### **OVERVIEW**

A one-hour written objective test will be administered based on the listed competencies.

### **OBJECTIVE TEST COMPETENCIES**

- ☐ FBLA-PBL organization, bylaws, and handbook
- ☐ FBLA national awards program
- ☐ FBLA national publications
- ☐ FBLA creed and national goals

### **ELIGIBILITY**

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Only members enrolled in grades 9 through 10 are eligible.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

### **PROCEDURES**

- Participants must furnish their own No. 2 pencils and erasers.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

### **JUDGING**

Tests will be machine graded.

### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

### **NATIONAL COMPETITION**

The first, second, and third place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

## **GRADES 9-10 ONLY**



# FUTURE BUSINESS LEADER

*This event honors outstanding FBLA members who have demonstrated leadership qualities, participation in FBLA, and evidence of knowledge and skills essential for successful careers in business.*

## OVERVIEW

This event consists of three (3) parts: submission of a letter of application with a resume, an objective test, and an interview.

A letter of application and resume must be submitted in three (3) folders to the designated location prior to the State Leadership Conference.

A one-hour written objective test will be administered *in the home school* based on the previously listed competencies. The form to request this test prior to the State Leadership Conference is in the Forms section of this handbook.

Each participant will be scheduled for a ten (10) minute preliminary interview.

## OBJECTIVE TEST COMPETENCIES

- ☐ general business concepts and knowledge (e.g., accounting, economics, law, communications, math, technology, business procedures, economics, marketing, international business)
- ☐ FBLA-PBL history, programs, and bylaws
- ☐ parliamentary procedure

## PERFORMANCE COMPETENCIES

- ☐ ability to answer questions effectively
- ☐ demonstrates self-confidence, initiative, and assertiveness
- ☐ ability to communicate career knowledge and plans
- ☐ participation in school, community, and leadership activities

## NBEA Standards Reinforced by Event

- Accounting: the accounting cycle, the accounting process
- Business Law: basics of the law
- Career Development: workplace expectations
- Communication: foundations, social, employment, organizational
- Computation: mathematical, problem-solving applications
- Entrepreneurship: entrepreneurs and entrepreneurial opportunities
- International Business: foundations of international business
- Management: management functions
- Marketing: foundations of marketing

**Career Clusters:** Business, Management and Administration; Information Technology; Marketing

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURE

This event consists of three (3) parts: submission of a letter of application with a resume, completion of an objective test, and participation in a simulated interview(s).

- ☐ **Letter and Resume** (3 copies of the following items must be submitted)
  - A one-page letter of application (original or copy) for the award addressed to Ms. Jean Buckley, President and CEO, FBLA-PBL, Inc., 1912 Association Drive, Reston, VA 20191. The letter should state the reasons the participant is deserving of the honor of this award.
  - A brief resume (original or copy) not to exceed two (2) pages. Photographs are not allowed.

- All copies of the above materials must be submitted in three (3) standard file folders. The tab of the folders must be labeled with the event title, participant's name, state, and school. Include participant's name on all pages submitted.
  - A deduction of five (5) points will be made from the score of participants who submit materials by the stated deadline but do not adhere to the event guidelines for the submission of proper materials.
  - The letters of application and resumes must be prepared by student members, not advisers. Chapter advisers should serve as consultants to ensure that the letters of application and resumes are well organized, contain substantiated statements, and are written in a business style.
- ❑ **Objective Test**
- A one-hour written objective test will be administered *in the home school* based on the previously listed competencies. The form to request this test prior to the State Leadership Conference is in the Forms section of this handbook.
  - Participants must furnish their own No. 2 pencils.
  - Non-graphing calculators will be provided. No PDAs (i.e. Palm Pilots), phones, or other memory storage devices are allowed.
- ❑ **Preliminary Interview**
- Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
  - Participants failing to report on time for the event may be disqualified.
  - Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.
  - Participants will be scheduled for a ten (10) minute initial interview.
  - Judges will be provided with a copy of each participant's application materials. No additional items can be brought into the interview or left with the judges.
  - Final rank will be determined by the objective test score and the interview score.
  - From each group one or more participants will be selected to compete in a final round.
- ❑ **Final Interview**
- The final guidelines are the same as the preliminary guidelines described above except the interview time is fifteen (15) minutes.

## **JUDGING**

- The written objective tests will be machine graded.
- The interview and related materials portions of these events will be evaluated by a panel of judges. All decisions of the judges are final.
- The final interview rating sheet scores will determine the winners. In the case of a tie after the second interview, the objective test scores will be used to determine the final rank.

## **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is ten.

## **NATIONAL COMPETITION**

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

**Note:** *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

**Members may enter only one of the following events: Business Ethics, Business Presentation, Emerging Business Issues, Entrepreneurship, Future Business Leader, Impromptu Speaking, Job Interview, Network Design, Parliamentary Procedure, Public Speaking I, and Public Speaking II.**

# FUTURE BUSINESS LEADER

## Interview Rating Sheet

☐ Preliminary Round   ☐ Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Interview</b>					
Poise, maturity, and attitude	0	1–3	4–7	8–10	
Self-confidence, initiative, and assertiveness	0	1–3	4–7	8–10	
Demonstration of ability to effectively answer questions	0	1–3	4–7	8–10	
Professional appearance (meets dress code requirements)	0	1–3	4–7	8–10	
<b>Leadership Ability</b>					
Participation and leadership in FBLA-PBL	0	1–5	6–10	11–15	
Participation in other school and/or community organizations	0	1–3	4–7	8–10	
Demonstration of outstanding achievement	0	1–3	4–7	8–10	
Career knowledge and career plans	0	1–5	6–10	11–15	
<b>Application Materials</b>					
Effectiveness of application materials (resume and letter of application)	0	1–3	4–7	8–10	
<b>Subtotal</b>					<b>/100 max.</b>
<b>Penalty Points</b> Deduct five (5) points for failure to fully follow the guidelines.					
<b>Total Points</b>					<b>/100 max.</b>
<b>Objective Test Score</b>					<b>/100 max.</b>
<b>Final Score</b>					<b>/200 max.</b>

Name: \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments: \_\_\_\_\_

## GO FOR NORTH DAKOTA GOLD (North Dakota Event)

*Go for North Dakota Gold is a project designed to recognize active local FBLA chapters and their advisers. Chapters who complete either the gold or silver level, and who submit an entry form with documentation, will be recognized.*

### OVERVIEW

Activities and a form for entering this event are found in the "Forms" section of this manual. **Documentation must accompany entry.** Only entries received by the designated date will be considered for judging.

- **Gold Level**—complete the five (5) required activities and seven (7) of the optional activities. Gold level chapters will receive recognition and preferred seating during the Awards of Excellence Program at the State Leadership Conference.
- **Silver Level**—complete four (4) of the required activities and five (5) of the optional activities. Silver level chapters will receive recognition at the State Leadership Conference.

### ELIGIBILITY

All active local chapters are eligible.

### PROCEDURES

All activities must be completed during the current membership year. **Documentation must accompany entry form.** All items submitted become the property of the ND State Chapter of FBLA and will not be returned.

#### Five Required Activities for Gold Level - Four Required Activities for Silver Level

- ☐ Pay initial state and national dues of \$10 per member by October 20.
- ☐ Submit Local Chapter Annual Business Report for state competition.
- ☐ Submit Infoshare forms on three separate months for publication on the North Dakota FBLA Web site.
- ☐ Create a chapter Web site that is linked to the state Web site. Submit URL to state webmaster prior to submission of "Go for Gold/Silver" form so that there is also a link on the state Web site.\*
- ☐ Chapter attends the Fall Leadership Conference.

#### Seven Optional Activities for Gold Level - Five Optional Activities for Silver Level

- ☐ Submit article to FBLA-PBL national publications. Attach article.
- ☐ Conduct a public relations program in the school and community and document the activities with newspaper clippings and reports of radio/TV coverage.\*
- ☐ Qualify for the North Dakota Membership Achievement Award.\*
- ☐ Have a candidate run for state office.
- ☐ Attend a national conference.\*
- ☐ Include a businessperson in a chapter activity. \*
- ☐ Include a school official/administrator in a chapter activity.\*
- ☐ Submit American Enterprise Project for state competition.\*
- ☐ Submit Business Financial Planning Project for state competition.
- ☐ Submit Community Service Project for state competition.\*
- ☐ Submit Project Awareness for state competition.
- ☐ Submit Business Plan for state competition.
- ☐ Submit Partnership with Business Project for state competition.\*
- ☐ Conduct a job shadowing activity for chapter members.\*
- ☐ Recruit at least two professional members.\*
- ☐ Secure a corporate sponsorship.
- ☐ Adopt-a-Chapter.\*
- ☐ Chapter has a majority of members participate in Professional Dress Day on three separate months.
- ☐ At least one (1) chapter member completes Membership Madness or Membership Mania.\*
- ☐ At least three (3) members complete one or more levels of the National Business Achievement Awards Program.\*
- ☐ Hold a March of Dimes Fundraiser\*

\*These activities will also fulfill requirements for at least one activity (in one of the three levels) for the national Chapter Recognition Program. See the national Chapter Management Handbook for guidelines.

## **PROCEDURE**

Complete the form found in the "Forms" section of this manual. Documentation must accompany entry. All entries must be received by the designated date.

## **JUDGING**

Entries will be reviewed by a screening committee to determine if chapters have complied with event eligibility and regulations.

## **STATE AWARDS**

All chapters achieving gold-level recognition will receive the following recognition items for their accomplishments:

- Recognition certificate
- A special ribbon for all of the chapter's members attending the North Dakota State Leadership Conference.
- Preferred seating at the Awards of Excellence Program.

All chapters achieving silver-level recognition will receive the following recognition items for their accomplishments:

- Recognition certificate
- A special ribbon for all of the chapter's members attending the North Dakota State Leadership Conference.

## **NATIONAL AWARDS**

**NOTE: This is a North Dakota only FBLA event.** It is similar in nature to some of the national chapter and member recognition activities. Some projects used to qualify for Go for North Dakota Gold can also be used to qualify for national recognition.

## **HONORARY MEMBERSHIP IN NORTH DAKOTA FBLA (*North Dakota Event*)**

*This event recognizes outstanding individuals who have contributed to the success of Future Business Leaders of America-Phi Beta Lambda on the local, state, or national levels.*

### **ELIGIBILITY**

Each chapter may enter one or two persons as candidate(s) for an Honorary Membership in North Dakota FBLA.

### **REGULATIONS**

- Honorary Members may be nominated from those employed in government, local teachers, school administrators, employees of local educational agencies, or other interested people in the community.
- Nominees must not have been named to this event at a previous State Leadership Conference.
- The entry form must be completed by the local chapter adviser and received with each nominee's biographical sketch in the state office postmarked by the deadline date.

### **PROCEDURES**

The biographical sketch of each nominee should address the following areas:

- Years of participation in FBLA-PBL activities
- Promotion of FBLA-PBL through presentations and seminars
- Contributions to chapter projects and activities
- Financial assistance to and sponsorships of activities for local and/or state chapter(s)

### **JUDGING**

The executive committee will select honorary members and notify the local chapter and person(s). They will be recognized at the State Leadership Conference.

***You will be notified if your candidate is selected. If you are not notified, the person was not selected as an honorary member, and if you wish, you may give this person an award from your chapter.***

# IMPROMPTU SPEAKING

*The ability to express one's thoughts without prior preparation is a valuable asset, as are poise, self-confidence, and organization of facts. This event recognizes FBLA members who develop qualities of business leadership by combining quick and clear thinking with conversational speaking.*

## OVERVIEW

Participants will be given a topic related to one or more of the following: FBLA-PBL Goals, FBLA-PBL activities, FBLA-PBL current national programs, current events, and/or relevant business topics.

## PERFORMANCE COMPETENCIES

- ☐ extemporaneously speak on a subject
- ☐ clarity of voice
- ☐ critical thinking and problem solving
- ☐ poised manner
- ☐ professional appearance

## NBEA Standards Reinforced by Event

- Communication: foundations, social

**Career Clusters:** Business, Management and Administration; Marketing

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURE

### ☐ Preliminary Performance

- Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.
- Participants will be given ten (10) minutes to prepare their speeches prior to appearing before the judges. All participants will address the same topic in their speeches.
- Two (2) 4" x 6" note cards will be given to each participant and may be used during the preparation and performance. Information may be written on both sides of the note card. Note cards will be collected following the presentation.
- No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or presentation.
- Each speech should be four (4) minutes in length.
- A timekeeper will stand at three (3) minutes. When the speaker is finished, the time used by the participant will be recorded, noting a deduction of five (5) points for time under 3:31 or over 4:29 minutes.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.
- The preliminary performance is not open to conference attendees.
- From each group one or more participants will be selected to compete in a final round.

### ☐ Final Performance

- The order of performance will be drawn at random by an impartial person in the event office.
- The final guidelines are the same as the preliminary guidelines described above; and the final performance is open to conference attendees, except performing participants of this event.

**JUDGING**

Speeches will be evaluated by a panel of judges. All decisions of the judges are final.

**STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be six.

**NATIONAL COMPETITION**

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

***Note:** North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

**Members may enter only one of the following events: Business Ethics, Business Presentation, Emerging Business Issues, Entrepreneurship, Future Business Leader, Impromptu Speaking, Job Interview, Network Design, Parliamentary Procedure, Public Speaking I, and Public Speaking II.**



# IMPROMPTU SPEAKING

## Performance Rating Sheet

☐ Preliminary Round

☐ Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Relation to the topic	0	1–5	6–10	11–15	
Purpose clearly stated	0	1–3	4–7	8–10	
Suitability and accuracy of statements	0	1–2	3–4	5	
<b>Organization</b>					
Topic adequately developed	0	1–5	6–10	11–15	
Logical sequence of ideas	0	1–3	4–7	8–10	
Accomplishment of purpose	0	1–3	4–7	8–10	
<b>Delivery</b>					
Voice quality and diction	0	1–3	4–7	8–10	
Appropriate gestures and eye contact	0	1–3	4–7	8–10	
Self confidence, initiative, and assertiveness	0	1–2	3–4	5	
Extent to which speech was sincere, interesting, clear, creative, convincing, and concise	0	1–3	4–7	8–10	
<b>Subtotal</b>					<b>/100 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentation under 3:31 or over 4:29 minutes. Time:					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Final Score</b>					<b>/100 max.</b>

Name: \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

# INTERNET APPLICATION PROGRAMMING

*With ease of support being uppermost in the minds of companies in today's market, programs that serve via an Internet browser are faster and much easier to maintain. Internet Application Programming focuses on systems that are used over the Internet or an intranet. This event tests the programmer's skill in designing a useful, efficient, and effective program.*

## OVERVIEW

This event consists of a pre-judged program.

## PROJECT COMPETENCIES

- ☐ document addresses topic and is appropriate for the audience
- ☐ graphics, text treatment, and special effects show creativity and cohesiveness of design
- ☐ appropriate selection of fonts and type sizes
- ☐ overall layout and design is creative and appealing
- ☐ final product indicates a clear thought process and an intended, planned direction with formulation and execution of a firm idea
- ☐ required information is effectively communicated
- ☐ copyright laws followed

## NBEA Standards Reinforced by Event

- Information Technology: computer architecture; operating systems, environments, and utilities; systems analysis and design; communications and networking infrastructures; network applications
- Management: technology and information management

**Career Clusters:** Management and Administration; Information Technology

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## 2009 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

The 2009 program is:

*Create a web application that will allow people to RSVP for a planned dinner event. This should include a web form which will allow people to either choose to attend the function or decline the invitation.*

*Two files or tables should be included on a web server, one table/file will track first name, last name, mailing address, email address, phone numbers and whether or not they will be attending. The second table/file will track via a foreign key from the first table/file the total number attending in each party and the breakdown of the dinner meal selection (There should be at least three choices each for the entrée and the dessert) for the group. The number of entrées and/or desserts should not be larger than the number in the party. Include validation to ensure duplicate entries are not made in the attending list.*

*Create a second interface that will allow the event management to summarize the names of those parties attending with their indicated number of attendees as well as the other information requested (address, e-mail, phone numbers, dinner meal selection). Include in the summary a total of all attendees. This should be output in a formatted list.*

*Additionally, allow the generation of a formatted list of the names, e-mails, and phone numbers of those not attending.*

*If database tables are used for the application, include table layout information along with the scripts created for the rest of the application.*

(2009 topic continued on next page)

Sample of data in table/file 1 (goes across on one line).

Key	First Name	Last Name	Mailing Address	City	State	Zip
1	John	Smith	112 Main St.	Home	VA	20107
2	Jane	Doe	987 Elm Drive	Town	FL	32006
3	John	Smith	456 Oak Avenue	Orange	IA	50836

E-mail Address	Work Phone	Home Phone	Cell Phone	Num Attending
a@b.com	999 999 9999	888 888 8888	777 777 7777	0*
r@o.edu	789 789 7878	456 456 4545	123 123 1212	3
t@b.org	321 321 9510	654 654 7530	987 987 8529	1

\*Value of 0 in Num Attending means not attending

Sample of data in table/file 2.

Key	Key From 1	Entrée 1	Entrée 2	Entrée 3	Dessert 1	Dessert 2	Dessert 3
1	2	1	2	0	1	1	1
2	3	0	0	1	0	1	0

## PROCEDURES

- Student members, not advisers, must prepare the program.
- The program must be mailed to the designated location and postmarked by the designated date in order to qualify for judging. The event entry form can be found in the Forms section of this handbook.
- One (1) CD/DVD containing the executable object, source file(s) saved as .txt file(s), sample data file student used, and a readme file must be submitted for judging. The CD/DVD must be labeled with the name of the event, state, name of participant and school.
- Entries will be judged according to the rating sheet.
- The CD/DVD should include the URL of the start page for the application, a listing of the source code in a text file, file/table layouts in a text file, and a listing of the data files/tables in a text file. On any fields that do not have a specified length (student ID), list the field length. On fields that allow you to create your own field convention (Adviser ID, Curriculum ID, Class ID, and Semester code), list the field length along with the reasoning behind the field convention being used, include examples and data validation that should be done. To ensure accurate comparisons, the data files/tables should be backed up/copied prior to creating the CD/DVD. Once the project has been judged at the state level, the data files/tables should be recovered/copied back for judging at the national level. This will guarantee that the data files/tables are the same for national judging.
- The URL must be available for viewing on the Internet at the time of judging. No changes can be made to the Web site after the official entry (second Friday in May). Judging of the program will take place before the NLC.
- The solution must run with no programming errors and entries will be judged according to the rating sheet.
- Points will be deducted for any logical errors.
- Programs must be accompanied by a readme file noting software used; name of participant, school, and state; source of information; and instructions on running the program.
- Program should run on Internet Explorer 6.0 or higher. Other browsers may also be used for grading.
- CD/DVDs should be free of viruses/malware.

## JUDGING

The program will be judged by a panel of judges. All judges' decisions are final.

## STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## NATIONAL COMPETITION

The first and second place winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

**Note:** North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read national guidelines if entering this event at the national level.

# INTERNET APPLICATION PROGRAMMING

## Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Page Layout and Design</b>					
Fonts, colors, and graphics enhance aesthetic appeal	0	1–3	4–7	8–10	
Site uses innovative technology tools and enhancements effectively	0	1–5	6–10	11–15	
<b>Content</b>					
Effectiveness of site	0	1–3	4–7	8–10	
Solution adequately addresses assigned topic	0	1–5	6–10	11–15	
<b>Application Design</b>					
Form fields are validated	0	1–5	6–10	11–15	
Application optimized for speed	0	1–3	4–7	8–10	
Transaction data is appropriately prepared for assigned topic	0	1–3	4–7	8–10	
<b>Results</b>					
Program was error free	0	1–3	4–7	8–10	
The program handled user and/or data input errors well	0	1–5	6–10	11–15	
Program functioned as required and meets requirements	0	1–7	8–14	15–20	
Resulting outputs, screens, and messages were useful and correct	0	1–7	8–14	15–20	
<b>Subtotal</b>					<b>/150 max.</b>
<b>Penalty Points</b> Deduct five (5) points for not adhering to Guidelines.					
<input type="checkbox"/> Entry form not received <input type="checkbox"/> media labeled incorrectly					
<b>Total Points</b>					<b>/150 max.</b>

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments: \_\_\_\_\_

# INTRODUCTION TO BUSINESS

*The American business enterprise system functions effectively when participants are properly trained to make good business decisions. This event provides recognition for FBLA members who demonstrate an understanding of the American business enterprise system and its effect on consumers, employees, and entrepreneurs.*

## OVERVIEW

A one-hour written objective test will be administered based on the listed competencies.

## OBJECTIVE TEST COMPETENCIES

- ☐ characteristics and organization of business
- ☐ consumerism
- ☐ money management and banking
- ☐ career awareness
- ☐ rights and responsibilities of employees, managers, owners, and government
- ☐ insurance
- ☐ economic systems

## NBEA Standards Reinforced by Event

- Career Development: career research, workplace expectations
- Computation: mathematical foundations
- Economics and Personal Finance: allocation of resources, economic systems, managing finances and budgeting, saving and investing, banking, using credit
- Entrepreneurship: entrepreneurs and entrepreneurial opportunities
- Management: business organization
- Marketing: foundations of marketing

**Career Clusters:** Business, Management and Administration; Finance; Marketing

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Only members enrolled in grades 9 or 10 of the current school year are eligible.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURES

- Participants must furnish their own No. 2 pencils and erasers.
- Non-graphing calculators will be provided.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## JUDGING

Tests will be machine graded.

## STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

## GRADES 9-10 ONLY

# INTRODUCTION TO BUSINESS COMMUNICATION

*Learning to communicate in a manner that is clearly understood by the receiver of the message is a major task of all businesspeople. This event provides recognition for FBLA members who demonstrate an understanding of basic communication skills and concepts.*

## OVERVIEW

A one-hour written objective test will be administered based on the listed competencies.

## OBJECTIVE TEST COMPETENCIES

- ☐ grammar
- ☐ punctuation
- ☐ spelling
- ☐ oral communication concepts
- ☐ reading comprehension
- ☐ word definition and usage
- ☐ numbers
- ☐ capitalization

## NBEA Standards Reinforced by Event

- Communication: foundations, employment, organizations

**Career Clusters:** Business, Management and Administration; Marketing

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Only members enrolled in *grades 9 or 10* of the current school year are eligible.
- Members may not enter this event if they have entered the Business Communication event at a previous State Leadership Conference.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURES

- Participants must furnish their own No. 2 pencils and erasers.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## JUDGING

Tests will be machine graded.

## STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

## GRADES 9-10 ONLY

# INTRODUCTION TO PARLIAMENTARY PROCEDURE

*This event recognizes FBLA members who demonstrate knowledge of basic principles of parliamentary procedure along with an understanding of FBLA's organization and procedures.*

## OVERVIEW

A one-hour written objective test will be administered based on the listed competencies.

## OBJECTIVE TEST COMPETENCIES

- ☐ parliamentary procedure principles (Through a partnership with the National Association of Parliamentarians, questions for the parliamentary procedure principles portion of the exam will be drawn from National Association of Parliamentarian's official test bank.)
- ☐ FBLA Bylaws

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- *Only members enrolled in grades 9 or 10 are eligible.*
- Members may not enter this event if they have entered the Parliamentary Procedure event at a previous State Leadership Conference.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURES

- Participants must furnish their own No. 2 pencils and erasers.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## JUDGING

Tests will be machine graded.

## STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

## GRADES 9-10 ONLY

# INTRODUCTION TO TECHNOLOGY CONCEPTS

*The processing of data is important to the successful operation of business. This event provides recognition for FBLA members who understand the basic principles involved in computer technology.*

## OVERVIEW

A one-hour written objective test will be administered based on the listed competencies.

## OBJECTIVE TEST COMPETENCIES

- ☐ basic computer principles
- ☐ terminology
- ☐ computer application concepts
- ☐ programming basic concepts
- ☐ computer equipment

## NBEA Standards Reinforced by Event

- Information Technology: operating systems, environments and utilities, application software, input technologies

**Career Cluster:** Information Technology

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- *Only members in grades 9 or 10 of the current school year are eligible.*
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURES

- Participants must furnish their own No. 2 pencils and erasers.
- Non-graphing calculators will be provided.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## JUDGING

Tests will be machine graded.

## STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

## GRADES 9-10 ONLY



# **JOB INTERVIEW**

*This event recognizes FBLA members who demonstrate proficiency in applying for employment in business.*

## **OVERVIEW**

This event consists of three (3) parts: a letter of application and resume, a job application form, and an interview.

Each participant must apply for a business or business-related job at Merit Corporation. The job must be one for which he/she is now qualified or for which he/she will be qualified at the completion of the current school year.

Each participant will complete a job application and submit it along with their letter of application and resume prior to the State Leadership Conference. Thirty (30) minutes will be allowed for this portion of the event.

All participants will be scheduled for a ten (10) minute preliminary interview.

## **PERFORMANCE COMPETENCIES**

- ☐ think critically
- ☐ use verbal communication to respond to interview questions
- ☐ exhibit a professional and poised appearance
- ☐ ability to communicate career knowledge and plans

## **NBEA Standards Reinforced by Event**

- Career Development: self awareness, career research, workplace expectations, career strategies
- Communications: employment

**Career Clusters:** Business, Management and Administration; Finance; Marketing

## **ELIGIBILITY**

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## **PROCEDURE**

- ☐ **Letter and Resume** (3 copies of the following items must be submitted)
  - Participants will apply for a position at Merit Corporation. Merit Corporation is a large fictional national corporation headquartered in Washington, DC. Company benefits include paid holidays and vacations, sick leave, a retirement plan, and health insurance. Salary will be commensurate with experience and education. Merit Corporation is an equal opportunity employer.
  - Three (3) copies of the following items must be submitted to the designated location prior to the State Leadership Conference:
    - A one-page letter of application (original or copy) from the participant addressed to: Dr. Terry E. Johnson, Director of Human Resources, Merit Corporation, 1640 Franklin Place, Washington, DC 20041
    - A brief resume (original or copy) not to exceed two (2) pages. Photographs are not allowed.
    - A completed job application form (found in Forms section).
  - All copies of the above materials must be submitted in three (3) standard file folders. The tab of the folders must be labeled with the event title, participant's name, state, and school. Include participant's name on all pages submitted.
  - A deduction of five (5) points will be made from the score of participants who submit materials, but do not adhere to the event guidelines for the submission of proper materials.
  - Student members, not advisers, must prepare the letters of application and resumes.

☐ **Application**

- Each participant must complete a job application form with their letter of application and resume (found in the Forms section of this handbook) prior to the State Leadership Conference.
- Thirty (30) minutes will be allowed for this portion of the event.

☐ **Preliminary Interview**

- Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.
- Participants will be scheduled for a ten (10) minute preliminary interview.
- Judges will be provided with a copy of each participant's application materials. No additional items can be brought into the interview or left with the judges.
- From each group one or more participants will be selected to compete in a final interview.

☐ **Final Interview**

- The final guidelines are the same as the preliminary guidelines described above except the interview time is fifteen (15) minutes.

**JUDGING**

Participants will be judged by a panel of judges from the business sector. All decisions of the judges are final.

**STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is six.

**NATIONAL COMPETITION**

The first place and second place award winners, or alternate, are eligible to compete at the National Leadership Conference.

***Note:** North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

**Members may enter only one of the following events: Business Ethics, Business Presentation, Emerging Business Issues, Entrepreneurship, Future Business Leader, Impromptu Speaking, Job Interview, Network Design, Parliamentary Procedure, Public Speaking I, and Public Speaking II.**

# JOB INTERVIEW

## Interview Rating Sheet

☐ Preliminary Round

☐ Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Professional Presentation</b>					
Professional appearance (meets dress code requirements)	0	1–3	4–7	8–10	
Proper greeting, introduction, and closing	0	1–3	4–7	8–10	
Poise, maturity, and attitude	0	1–3	4–7	8–10	
Self-confidence, initiative, and assertiveness	0	1–3	4–7	8–10	
<b>Interview</b>					
Demonstrates the ability to understand and respond to interview questions	0	1–3	4–7	8–10	
Illustrates adequate qualifications for the position	0	1–7	8–14	15–20	
Possesses career knowledge about the position	0	1–3	4–7	8–10	
Justifies career plans	0	1–3	4–7	8–10	
<b>Application Materials</b>					
Effectiveness of application materials (resume, letter of application, and application form)	0	1–3	4–7	8–10	
<b>Subtotal</b>					<b>/100 max.</b>
<b>Penalty Points</b> Deduct five (5) points for failure to fully follow the guidelines.					
<b>Final Score</b>					<b>/100 max.</b>

Name: \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

## **LARGEST LOCAL CHAPTER MEMBERSHIP**

*Effective state and national programs depend upon membership support and growth. Increased membership provides resources for the expansion of services to local chapters. Membership recruitment offers a worthwhile experience in public relations and leadership. Recognition is given to those local chapters that have attained the largest membership in FBLA.*

### **ELIGIBILITY**

All active local chapters are eligible.

### **PROCEDURES**

- Official membership records are audited in the state office; therefore, no entry form is required for this event.
- Winners in this event are determined by the state office after the audit of membership records. The figures used in determining the winners will be the number of paid FBLA members on record in the FBLA-PBL state office on the designated date of the current school year.

### **STATE AWARDS**

An award is presented at the State Leadership Conference to the largest FBLA chapter in North Dakota.

## **LARGEST PERCENTAGE OF INCREASE IN LOCAL CHAPTER MEMBERSHIP**

*Effective state and national programs depend upon membership support and growth. Continued membership growth makes possible the expansion of services and materials. Recognition is given to those local chapters that have attained the highest percentage of increase in local FBLA membership.*

### **ELIGIBILITY**

All active local chapters are eligible.

### **PROCEDURES**

- Official membership records are audited in the state office; therefore, no entry form is required for this event.
- Winners in this event are determined by the state office after the audit of membership records. The figures used in determining the winners will be the number of paid FBLA members on record in the FBLA-PBL state office at the cut-off date established for the previous and current school years.

### **STATE AWARDS**

An award is presented at the State Leadership Conference to the top local chapter that attained the highest percentage of membership increase in FBLA.

# LOCAL CHAPTER ANNUAL BUSINESS REPORT

*Business reports are used extensively to inform management, staff, stockholders, and the general public about all aspects of the business. This award recognizes FBLA chapters that effectively summarize their year's activities. The event provides participants with valuable experience in preparing annual business reports.*

## OVERVIEW

The report should include the chapter's annual business; follow the rating sheet sequence in writing the report. Projects used for other FBLA reports may be included.

## REPORT COMPETENCIES

- ☐ report in proper business style and logically arranged
- ☐ spelling and grammar correct
- ☐ describe report development
- ☐ local chapter organization and characteristics of chapter explained
- ☐ productivity and recognition of chapter documented

## NBEA Standards Reinforced by Event

- Communication: foundations, technological
- Information Technology: application software
- Marketing: foundations

**Career Clusters:** Business, Management and Administration; Finance; Information Technology; Marketing

## ELIGIBILITY

All active local chapters may submit a report of their activity.

## PROCEDURES

- ☐ **Report—General**
  - Student members, not advisers, must prepare reports.
  - Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and start of the current State Leadership Conference.
  - Penalty points will be given if the written project doesn't adhere to the report cover and report content guidelines.
- ☐ **Report Cover**
  - Report covers must be cover stock, index stock, or card stock and include both a front and back cover.
  - Report covers are not counted against the page limit and may contain other information.
  - Covers may not be in plastic binders, laminated, or have a plastic sheet overlaying the printed cover. No items, such as labels or decals, may be attached to the front cover. Two- or three-ring binders are not acceptable report covers.
  - Cutout covers are allowed, but the page containing the cover information is included in the page count.
  - Front cover contains the following information: name of the school, state, name of the event, and year (200x–0x)
  - All reports must be bound (e.g., tape binding, spiral binding).
- ☐ **Report Contents**
  - Table of contents with page numbers
  - Follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
  - Pages are numbered and must be on 8 1/2" x 11" paper. Each side of the paper providing information is counted as a page. Pages must not be laminated or bound in sheet protectors.
  - Reports must not exceed 30 pages. (A title page, divider pages, and appendices are optional and must be included in the page count.)
  - Copies should be sent rather than important original documents. No items may be attached to any page in the report.

**JUDGING**

Reports will be screened to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the winners. All decisions of the judges are final.

**STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

**NATIONAL COMPETITION**

The first and second place winning reports, or alternate, may be submitted for competition at the FBLA National Leadership Conference.

# LOCAL CHAPTER ANNUAL BUSINESS REPORT

## Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Chapter Profile</b>					
Letter to chapter membership (stockholders)	0	1–2	3–4	5	
Chapter Information Included • Number of members • Size of school and community • When and where the chapter was organized	0	1–2	3–4	5	
<b>Productivity</b>					
Recruitment of members and chapters	0	1–2	3–4	5	
Leadership development for officers and members	0	1–3	4–7	8–10	
Preparation of students for business careers	0	1–2	3–4	5	
Service to the school and community	0	1–3	4–7	8–10	
Cooperation with business, professional, and service groups	0	1–2	3–4	5	
Participation in public relations and activities	0	1–2	3–4	5	
Support of FBLA national and state projects	0	1–2	3–4	5	
Attendance and participation at state and nationally sponsored conferences	0	1–2	3–4	5	
<b>Recognition</b>					
For FBLA competitive events and activities	0	1–2	3–4	5	
For school, community, business, and industry activities	0	1–2	3–4	5	
<b>Businesslike Procedures</b>					
Chapter management and organization	0	1–2	3–4	5	
Financial development, including fund-raising and financial statement	0	1–2	3–4	5	
<b>Format of Report</b>					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1–3	4–7	8–10	
Correct grammar, punctuation, spelling, and acceptable business style	0	1–2	3–4	5	
Design and graphics	0	1–2	3–4	5	
<b>Subtotal</b>					<b>/100 max.</b>
<b>Penalty Points:</b> Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): <input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents & page numbers <input type="checkbox"/> binding incorrect <input type="checkbox"/> over thirty (30) pages, pasted items <input type="checkbox"/> no page numbers in report <input type="checkbox"/> report format does not follow rating sheet					
<b>Total Points</b>					<b>/100 max.</b>

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# MARKETING

*Marketing involves the distribution of products and services to the consumer. This event provides recognition for FBLA members who possess knowledge of the basic principles of marketing.*

## OVERVIEW

A one-hour written objective test will be administered based on the listed competencies.

## OBJECTIVE TEST COMPETENCIES

- ☐ Basic marketing fundamentals (price, product, place, and promotion)
- ☐ channels of distribution
- ☐ legal and social aspects of marketing
- ☐ advertising media to include e-commerce
- ☐ international marketing
- ☐ marketing research
- ☐ marketing/information management
- ☐ ethics

## NBEA Standards Reinforced by Event

- Entrepreneurship: marketing, legal
- Marketing: foundations of marketing, consumers and their behavior, external factors, the marketing mix, marketing research, the marketing plan

**Career Clusters:** Business, Management and Administration; Marketing

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURES

- Participants must furnish their own No. 2 pencils and erasers.
- Non-graphing calculators will be provided.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## JUDGING

Tests will be machine graded.

## STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## NATIONAL COMPETITION

The first, second and third place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

## MARKET SHARE AWARD

*Effective state and national programs depend upon membership support and growth. A notable percentage of students involved in local chapters shows dedication to the organization. Recognition is given to those local chapters who have achieved a high percentage of their school's total population.*

### ELIGIBILITY

All active local chapters are eligible.

### PROCEDURES

- Official membership records are maintained in the state office, **but to enter this event the entry form must be completed.** This form is found in the "Forms" section of this manual. Only entries received by the designated date will be considered.
- The figures used in determining the winners will be the number of paid FBLA members on record in the FBLA-PBL state office by the designated date and the total number of students enrolled for the current school year.

### STATE AWARDS

An award will be presented to the chapter that has the highest percentage of its school population as FBLA members.

## MEMBERSHIP ACHIEVEMENT AWARD

*Effective state and national programs depend upon membership support and growth. To maintain increased membership provides resources for the expansion of services to local chapters. Membership recruitment offers a worthwhile experience in public relations and leadership. Recognition is given to those local chapters who have maintained or increased their membership over the previous school year.*

### ELIGIBILITY

All active local chapters are eligible.

### PROCEDURES

- Official membership records are maintained in the state office, **but to enter this event the entry form must be completed.** This form is found in the "Forms" section of this manual. Only entries received by the designated date will be considered.
- The figures used in determining the winners will be the number of paid FBLA members on record in the FBLA-PBL state office by the designated date and the ending national membership figures (June 30) of the preceding school year.

### STATE AWARDS

A certificate of recognition will be presented to chapters *applying* for and *qualifying* for this award.

# NETWORK DESIGN

*The ability to evaluate the needs of an organization and then design and implement network solutions is a valuable skill in today's connected workplace. This event provides recognition for FBLA members who demonstrate an understanding of and ability to apply these skills.*

## OVERVIEW

This event consists of two (2) parts: an objective test and a performance component. A one (1) hour objective test will be administered based on the competencies listed. Team members will take one objective test collaboratively. The objective test is administered in the home school prior to the State Leadership Conference. The test is to be returned to the designated location by the established date to be considered for competition.

A case study will be given outlining a small business and its computing environment and needs. Participants will then be required to analyze the situation and recommend a network solution to address the issues raised in the case study.

## OBJECTIVE TEST COMPETENCIES

- ☐ network installation—planning, configuration, and topology
- ☐ problem solving and troubleshooting
- ☐ network administrator functions
- ☐ configuration of Internet resources
- ☐ backup and disaster recovery
- ☐ configuring network resources and services

## PERFORMANCE COMPETENCIES

- ☐ analyze the computing environment and needs
- ☐ demonstrate an understanding of the case
- ☐ explain, discuss, describe recommendations
- ☐ communication skills
- ☐ critical thinking/problem solving
- ☐ ability to work as a team

## NBEA Standards Reinforced by Event

- Communication: technological, organizational
- Information Technology: computer architecture, operating systems, environments, and utilities, systems analysis and design, communications and networking infrastructures, network applications
- Management: technology and information management

**Career Cluster:** Information Technology

## ELIGIBILITY

- For number of teams each chapter may enter please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Each team must be composed of two (2) or three (3) members. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again. **Exception:** One (1) team member who qualified and/or competed in this event at NLC may compete again.

## PROCEDURE

### Objective Test

- Participants must furnish their own No. 2 pencils and erasers.
- Non-graphing calculators will be provided.
- The five (5) teams with the highest scores will be scheduled for a performance.

### Case Study Problem

- Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
- Participants failing to report on time for the event may be disqualified.

- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.
- Twenty (20) minutes before the performance, each team will receive the case study.
- Two (2) 4" x 6" note cards will be provided for each team member and may be used during the preparation and performance of the event. Information may be written on both sides of the note cards. Note cards will be collected following the presentation. In addition, teams will be provided with flip chart presentation sheets on which to present their proposed solution.
- No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
- Teams have seven (7) minutes to present the case.
- Teams should introduce themselves, describe the situation, make their recommendations, and summarize their case. All team members must participate in the presentation.
- A timekeeper will stand at six (6) minutes. When each team is finished, the time used will be recorded. A five (5) point deduction will be made for presentations over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- The final performance is open to conference attendees, except performing participants of this event.

#### **JUDGING**

- The written objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. In the case of a tie after the final performance, the objective test score will be added to determine the final rank. All decisions of the judges are final.

#### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is five.

#### **NATIONAL COMPETITION**

The first and second place award winning teams, or alternate, are eligible to compete at the FBLA National Leadership Conference. If an entire team (or any member) cannot attend, alternates may be chosen.

**Note:** *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

**Members may enter only one of the following events: Business Ethics, Business Presentation, Emerging Business Issues, Entrepreneurship, Future Business Leader, Impromptu Speaking, Job Interview, Network Design, Parliamentary Procedure, Public Speaking I, and Public Speaking II.**

# NETWORK DESIGN

## Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Described the situation	0	1–3	4–7	8–10	
Resolved problem	0	1–3	4–7	8–10	
Used correct terminology	0	1–5	6–10	11–15	
Presented an effective strategy	0	1–10	11–20	21–25	
Technology					
System appropriate for size of business	0	1–5	6–10	11–15	
Technology is currently available	0	1–3	4–7	8–10	
Future needs are considered	0	1–3	4–7	8–10	
Meets the needs of the company	0	1–5	6–10	11–15	
Delivery					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1–3	4–7	8–10	
Team members show self-confidence, poise, and good voice projection	0	1–3	4–7	8–10	
All team members participate actively during the presentation	0	1–3	4–7	8–10	
Demonstrates the ability to effectively answer questions	0	1–3	4–7	8–10	
Subtotal					/150 max.
Time Penalty Deduct five (5) points for presentations over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/150 max.
Objective Test Score (To be used only in the event of a tie.)					

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

## NETWORKING CONCEPTS

*Acquiring a high level of familiarization and proficiency in working with networks is essential in today's connected workplace. This event provides recognition for FBLA members who have an understanding of network technologies.*

### OVERVIEW

A one-hour written objective test will be administered based on the listed competencies.

### OBJECTIVE TEST COMPETENCIES

- ☐ general network terminology
- ☐ network operating system terminology
- ☐ equipment for network access
- ☐ OSI model and functionality
- ☐ network topologies and connectivity
- ☐ network security

### NBEA Standards Reinforced by Event

- Information Technology: computer architecture, operating systems, environments, and utilities, systems analysis and design, communications and networking infrastructures, network applications
- Management: technology and information management

**Career Cluster:** Information Technology

### ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

### PROCEDURES

- Participants must furnish their own No. 2 pencils and erasers.
- Non-graphing calculators will be provided.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

### JUDGING

Tests will be machine graded.

### STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

### NATIONAL COMPETITION

The first, second and third place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

# PARLIAMENTARY PROCEDURE

*This event recognizes FBLA members who demonstrate knowledge of the principles of parliamentary procedure. This event is based on team rather than individual competition. Team participants develop speaking ability and poise through competitive performance.*

## OVERVIEW

This event consists of two (2) parts: an objective test and a performance component. A one (1) hour objective test will be administered based on the competencies listed. Through a partnership with the National Association of Parliamentarians (NAP), questions for the parliamentary procedure principles section of the exam will be drawn from NAP's official test bank. The written objective test is administered in the home school prior to the State Leadership Conference. The test is to be returned to the state office on or before the established date to be considered for competition. The team score is determined by averaging the scores of its members.

The case problem will be given to simulate a regular chapter meeting. The examination and performance criteria for this event will be based on *Robert's Rules of Order, Newly Revised* (Copyright 2000). Finalists will be selected based on the scores of the objective test. A panel of judges will evaluate the performances.

## OBJECTIVE TEST COMPETENCIES

- ☐ parliamentary procedure principles
- ☐ FBLA Bylaws

## PERFORMANCE COMPETENCIES

- ☐ critical thinking and problem solving
- ☐ communication skills
- ☐ effectively present the case
- ☐ all team members contribute to presentation

## ELIGIBILITY

- For number of teams each chapter may enter, see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Each team must be composed of four (4) or five (5) persons - president, vice president, secretary, treasurer, and an additional member.
- The team members must be on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again. **Exception:** Two (2) members who qualified and/or competed in this event at NLC may compete again.

## PROCEDURE

### Objective Test

- Participants must furnish their own No. 2 pencils, erasers and pens.
- The five (5) teams with the highest scores will be scheduled for a performance.

### Case Study Problem

- Participants will be assigned times based on random selection prior to the State Leadership Conference.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.
- Twenty (20) minutes before the performance, each team will receive the case study.
- The team may use the preparation time to consider procedure. Parliamentary procedure reference materials may be used during this preparation period but not during the performance itself. The following items may be taken into the preparation room and may be used in the performance room: a copy of the problem for each team member (given in the preparation room), the treasurer's report, and a copy of the minutes from a preceding meeting. Participants are not to write on the copy of the problem.
- Performances must include presentation of procedures that are used in a complete regular meeting of the chapter from the time the meeting is called to order until it is adjourned. Items designated in the case must be included in the appropriate order of business, but other items should also be taken up during the meeting. During the performance the secretary will take notes, but the notes will not be transcribed into minutes.



- No reference materials, visual aids, or electronic devices may be brought to or used during the performance.
- The problem may or may not include each class of motions, but all five classes of motions—main, subsidiary, privileged, incidental, and motions that bring a question again before the assembly—must be demonstrated during the performance.
- Performance time may be from nine (9) to eleven (11) minutes. A timekeeper will stand at eight (8) minutes. When each team is finished the time used will be recorded, noting a deduction of one (1) point for each full half minute (30 seconds) under nine (9) minutes or each full half minute over eleven (11) minutes.

#### **JUDGING**

- The written objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. Judges' decisions will be based on *Roberts Rules of Order Newly Revised*, copyright 2000. All decisions of the judges are final.
- In the case of a tie, the objective test score will be added to determine the final rank.

#### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is five.

#### **NATIONAL COMPETITION**

The first and second place award winning teams are eligible to compete at the FBLA National Leadership Conference. If an entire team (or any member) cannot attend, alternates may be chosen.

**Note:** *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

**Members may enter only one of the following events: Business Ethics, Business Presentation, Emerging Business Issues, Entrepreneurship, Future Business Leader, Impromptu Speaking, Job Interview, Network Design, Parliamentary Procedure, Public Speaking I, and Public Speaking II.**

# PARLIAMENTARY PROCEDURE

## Performance Rating Sheet

**Motions:** Full value should be given for correctly handling the following actions on motions. For instance, if a motion does not require a second and the team handles this correctly, full credit should be given.

Motions: (M)ain, (S)ubsidiary, (P)rivileged, (I)ncidental, (B)ring Again

						Value	Score
Motions	M	S	P	I	B		
Made						5	
Seconded						5	
Stated						5	
Debate/no debate						5	
Put to vote						5	
Vote result announced						5	
Motions Performance Subtotal							
Business of the Meeting							
Problem quality (concise, complete, clear, germane)						15	
Directions followed						5	
Other business quality						10	
Business of the Meeting Performance Subtotal							
General Parliamentary Procedure							
Proper order of business						10	
Proper use of parliamentary terms						10	
Clarity of expression and voice projection						5	
Impartiality of presiding official						5	
Initiative of members						5	
Poise, dignity, and appearance						5	
General Parliamentary Procedure Performance Subtotal							
Subtotal						/100 max.	
Time Penalty Deduct one (1) point per full half minute under 8:31 minutes or over 11:29 minutes. Time:							
Dress Code Penalty Deduct five (5) points when dress code is not followed.							
Final Score						/100 max.	
Objective Test Score (To be used in the event of a tie.)							

Name(s): \_\_\_\_\_

School: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

## PARTNERSHIP WITH BUSINESS PROJECT

*This event recognizes FBLA chapters that develop and implement the most innovative, creative, and effective partnership plan. The purpose of this project is to learn about a business through communication and interaction with the business community.*

### OVERVIEW

This event consists of two (2) parts: a prejudged report and a performance component. This project describes activities designed to bring business leaders and FBLA members together in a positive working relationship through innovative programs. The report should describe the planning and implementation of activities that build a partnership between business leaders and chapter members for the purpose of learning about a business. This event should not be a chapter fund-raising project.

Based on the highest written report scores, a maximum of five (5) chapters will be selected to make oral presentations at the State Leadership Conference. Specifically, the performance should address the business partnership, member involvement, and results of the project.

### PROJECT COMPETENCIES

- ☐ have outstanding written and verbal communication skills
- ☐ report in proper business style
- ☐ spelling and grammar correct
- ☐ describe project development and implementation
- ☐ explain business partnership
- ☐ report results of the project and analyze project's successes and areas for improvement

### NBEA Standards Reinforced by Event

- Career Development: workplace expectations
- Communication: foundations, organizational
- Entrepreneurship: management
- Information Technology: application software, input technologies, information retrieval, privacy and ethics
- Management: management functions

**Career Clusters:** Business, Management and Administration; Information Technology; Marketing

### ELIGIBILITY

- All active local chapters may submit a report of their activity. For number of projects each chapter may submit, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Members representing their chapters in the oral presentation portion of this event may compete in two (2) additional team/individual events.

### PROCEDURES

#### Report Guidelines

##### ☐ Report—General

- Student members, not advisers, must prepare the report.
- Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and start of the current State Leadership Conference.
- All team members must participate in the presentation.
- Penalty points will be given if the written project doesn't adhere to the report cover and report contents guidelines.

##### ☐ Report Cover

- Report covers must be cover stock, index stock, or card stock and include both a front and back cover.
- Report covers are not counted against the page limit and may contain other information.
- Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover. No items, such as labels or decals, may be attached to the front cover. Two- or three-ring binders are not acceptable report covers.
- Cutout cover stock covers are allowed, but the page containing the cover information is included in the page count.

- Front cover contains the following information: name of the school, state, name of the event, and year (200x–0x)
- All reports must be bound (e.g., tape binding, spiral binding).

#### □ **Report Contents**

- Table of contents with page numbers
- Follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
- Pages are numbered and must be on 8 1/2" x 11" paper. Each side of the paper providing information is counted as a page. Pages must not be laminated or bound in sheet protectors.
- Reports must not exceed 30 pages. (A title page, divider pages, and appendices are optional and must be included in the page count.)
- Copies should be sent rather than important original documents. No items may be attached to any page in the report.

#### **Performance Guidelines**

- Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.
- Up to three (3) members from each local chapter selected for the finals will give an oral presentation at the State Leadership Conference. All aspects of the presentation (e.g. speaking, setup, operating audio-visual equipment, etc.) must be performed by these three (3) members. No additional assistance may be provided by other chapter members or advisers.
- Five (5) minutes will be allowed to set up equipment or presentation items. The chapter must provide all equipment for the presentation.
- Visual aids and samples specifically related to the project may be used; however, no items may be left with the judges or audience.
- Teams will have seven (7) minutes to describe the project and the results obtained.
- A timekeeper will stand at six (6) minutes. When the presentation is finished, the timekeeper will record the time used, noting deductions of five (5) points for presentations over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- The performance is open to conference attendees, except performing participants of this event.

#### **JUDGING**

Reports will be screened to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the finalists before the State Leadership Conference. A separate panel of judges will evaluate the oral presentations. Final rank is determined by totaling the written report scores and the oral presentation scores. All decisions of the judges are final.

#### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be five.

#### **NATIONAL COMPETITION**

The first and second place winning projects, or alternate may be submitted for competition at the FBLA National Leadership Conference.

**Note:** North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.

# PARTNERSHIP WITH BUSINESS PROJECT

## Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Report Content</b>					
<b>Development</b>	0	1–2	3–4	5	
Description of the partnership goals					
Description of the planning activities used to build a partnership	0	1–3	4–7	8–10	
Roles of business leaders and chapter members in developing the partnership	0	1–2	3–4	5	
<b>Implementation</b>	0	1–5	6–10	11–15	
Description of the activities implemented to learn concepts of business operations					
Level of involvement from business leaders	0	1–2	3–4	5	
Roles of business leaders and chapter members in implementing the project	0	1–2	3–4	5	
Results, concepts learned, and impact of the project provided	0	1–5	6–10	11–15	
Degree of Involvement (e.g., hours spent, personal contact, and executives and department heads contacted)	0	1–3	4–7	8–10	
Examples of publicity and recognition received as a result of the partnership	0	1–2	3–4	5	
<b>Format</b>					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1–3	4–7	8–10	
Creativity of written report and design	0	1–2	3–4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1–3	4–7	8–10	
<b>Subtotal</b>					<b>/100 max.</b>
<b>Penalty Points:</b> Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): <input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents & page numbers <input type="checkbox"/> binding incorrect <input type="checkbox"/> over thirty (30) pages, pasted items <input type="checkbox"/> no page numbers in report <input type="checkbox"/> report format does not follow rating sheet					
<b>Total Points</b>					<b>/100 max.</b>

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

# PARTNERSHIP WITH BUSINESS PROJECT

## Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Description of project development and strategies used to implement the partnership	0	1–5	6–10	11–15	
Degree of chapter involvement	0	1–3	4–7	8–10	
Contact established with various levels of management within the business (i.e., president, officer, supervisor, owner)	0	1–5	6–10	11–15	
Information learned from management (i.e., business planning, organization, motivation, control, objectives, and goal setting)	0	1–5	6–10	11–15	
Evidence of publicity received	0	1–2	3–4	5	
Student evaluation of project effectiveness	0	1–2	3–4	5	
Delivery					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1–3	4–7	8–10	
Participant(s) demonstrate self-confidence, assertiveness, and good diction	0	1-2	3-4	5	
Demonstrated the ability to effectively answer questions	0	1–3	4–7	8–10	
Subtotal				/100 max.	
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points				/100 max.	
Report Score				/100 max.	
Final Score (add total points and report score)				/200 max.	

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

## PERSONAL FINANCE

*Financial literacy is essential in meeting the financial challenges of the 21st century. This event recognizes students who possess essential knowledge and skills related to financial issues, can analyze the rights and responsibilities of consumers, and apply knowledge to financial situations.*

### OVERVIEW

A one-hour written objective test will be administered based on the listed competencies.

### OBJECTIVE TEST COMPETENCIES

- ☐ financial principles related to personal decision making
- ☐ earning a living (income, taxes)
- ☐ managing budgets and finance
- ☐ saving and investing
- ☐ buying goods and services
- ☐ banking, credit, and insurance

### NBEA Standards Reinforced by Event

- Economics and Personal Finance: markets and prices, allocation of resources, banking, buying goods and services

**Career Clusters:** Business, Management and Administration; Finance

### ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

### PROCEDURES

- Participants must furnish their own No. 2 pencils and erasers.
- Non-graphing calculators will be provided.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

### JUDGING

Tests will be machine graded.

### STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

### NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

## PROJECT AWARENESS (North Dakota Event)

*This event recognizes FBLA chapters that develop projects and activities within the school or community that increase understanding of and support for the rights of all individuals.*

### OVERVIEW

The report submitted must describe a project that helps to eliminate discrimination in the school or community by promoting awareness of civil rights. Citizens are protected from discrimination by civil rights laws that forbid discrimination based upon race, color, creed, sex, age, or disability. FBLA Chapters are urged to collaborate with other groups (school administration, Lions Clubs, Chamber of Commerce, local government offices, etc.) in planning and conducting activities and projects that eliminate barriers to equality. Activities could include efforts of the chapter to make students aware of the laws that protect students from discrimination and discriminatory behaviors such as sexual harassment and the procedures used by schools to address sexual harassment.

- *Activities could include efforts to make students aware of the barriers faced by disabled students and citizens, and the steps that facilities must take to comply with the Americans with Disabilities Act.*
- *Activities could include an awareness activity examining how schools ensure that boys and girls receive fair access to career and technical education courses and student organizations regardless of gender.*
- *Activities could include an awareness activity that examines persons and events of historical significance in civil rights, such as Medgar Evers, Alice Paul or the history of women's right to vote. This activity could examine the impact these historical events have had on the lives of students, today or analyze what student's lives would be like without the passage of specific civil rights laws. Activities could also include hosting a video-event, featuring civil rights movies such as "The Ghosts of Mississippi" followed by a panel discussion, or a similar awareness event for the school or community. As a component of the awareness project, students may choose to do a fundraiser for organizations that are working to eliminate hate crimes, such as the Southern Poverty Law Center or the National Constitution Center.*
- *Activities could include an awareness project on any aspect of civil rights protections, and may include a fundraising component. For example, students may focus on a specific disability such as blindness, do an awareness activity on the civil rights of the blind, and then conduct a fundraiser to support purchase of equipment for a blind person, or a fundraiser that would benefit organizations that assist blind individuals. Students might also focus on elimination of racial discrimination. In this case, they could do an activity to raise awareness of the barriers faced by people of color, and may also elect to do a fundraiser for organizations that attempt to eliminate racial barriers, such as the American Civil Liberties Union or the National Underground Railroad Freedom Center.*

This project requires an awareness activity such as an informational assembly program in the school or community, broadcasting of a cable access or radio program, design and dissemination of brochures or other written materials, hosting a speaker, panel discussion, etc. The awareness activity may be augmented by a fundraising component; however, the awareness activity is required for a successful project.

### ELIGIBILITY

All local FBLA chapters are eligible.

### PROCEDURES

#### Report Guidelines

##### ☐ Report—General

- Student members, not advisers, must prepare the report.
- Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and start of the current State Leadership Conference.
- Penalty points will be given if the written project doesn't adhere to the report cover and report contents guidelines.

##### ☐ Report Cover

- Report covers must be cover stock, index stock, or card stock and include both a front and back cover.
- Report covers are not counted against the page limit and may contain other information.
- Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover. No items, such as labels or decals, may be attached to the front cover. Two- or three-ring binders are not acceptable report covers.
- Cutout cover stock covers are allowed, but the page containing the cover information is included in the page count.



- Front cover contains the following information: name of the school, state, name of the event, and year (200x–0x)
- All reports must be bound (e.g., tape binding, spiral binding).

#### ☐ **Report Contents**

- Table of contents with page numbers
- Follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
- Pages are numbered and must be on 8 1/2" x 11" paper. Each side of the paper providing information is counted as a page. Pages must not be laminated or bound in sheet protectors.
- Reports must not exceed 30 pages. (A title page, divider pages, and appendices are optional and must be included in the page count.)
- Copies should be sent rather than important original documents. No items may be attached to any page in the report.

#### **JUDGING**

A panel of judges will select the winners. All decisions of the judges are final.

#### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be five. **NOTE: This is a North Dakota competitive event only. There is no competitive event on the national level.**

# PROJECT AWARENESS

## Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Report Content</b>					
Purpose of project—equity awareness statement of project goals	0	1 – 7	8 – 14	15 – 20	
Scope and intensity of project—planning, development, and implementation	0	1 – 10	11 – 20	21 – 30	
Uniqueness of project	0	1 – 2	3 – 4	5	
Benefits to and impact on the school and/or community	0	1 – 7	8 – 14	15 – 20	
<b>Format of Report</b>					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1 – 3	4 – 7	8 – 10	
Creativity of written report and design	0	1 – 2	3 – 4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1 – 3	4 – 7	8 – 10	
<b>Subtotal</b>					<b>/100 max.</b>
<b>Penalty Points:</b> Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): <input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents & page numbers <input type="checkbox"/> binding incorrect <input type="checkbox"/> over thirty (30) pages, pasted items <input type="checkbox"/> no page numbers in report <input type="checkbox"/> report format does not follow rating sheet					
<b>Total Points</b>					<b>/100 max.</b>

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments: \_\_\_\_\_

# **PUBLIC SPEAKING I**

*This event recognizes FBLA members who are beginning to develop qualities of business leadership by developing effective speaking skills.*

## **OVERVIEW**

This event consists of a four (4) minute speech. The speech must be of a business nature and must be developed from one or more of the nine (9) FBLA-PBL goals. The goals include:

- Develop competent, aggressive business leadership.
- Strengthen the confidence of students in themselves and their work.
- Create more interest in and understanding of the American business enterprise.
- Encourage members in the development of individual projects that contribute to the improvement of home, business, and community.
- Develop character, prepare for useful citizenship, and foster patriotism.
- Encourage and practice efficient money management.
- Encourage scholarship and promote school loyalty.
- Assist students in the establishment of occupational goals.
- Facilitate the transition from school to work.

## **PERFORMANCE COMPETENCIES**

- ☐ clarity of voice
- ☐ critical thinking and problem solving
- ☐ poised manner
- ☐ professional appearance

## **NBEA Standards Reinforced by Event**

- Communication: foundations, social

**Career Clusters:** Business, Management and Administration; Marketing

## **ELIGIBILITY**

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- *Only members enrolled in grades 9 or 10 are eligible.*
- Members may not enter this event if they have entered the Public Speaking II event at a previous State Leadership Conference.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## **PROCEDURE**

- ☐ **Preliminary Performance**
  - ☐ Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
  - ☐ Participants failing to report on time for the event may be disqualified.
  - ☐ Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.
  - ☐ Student members, not advisers, must prepare speeches. Facts and working data may be secured from any source.
  - ☐ When delivering the speech, the participant may use notes or note cards prepared before the event. No visual aids may be used.
  - ☐ The speech should be four (4) minutes in length.
  - ☐ A timekeeper will stand at three (3) minutes. When the speaker is finished, the time used by the participant will be recorded, noting a deduction of five (5) points for time under 3:31 or over 4:29 minutes.
  - ☐ A lectern will be available. No microphone will be used.
  - ☐ The preliminary performance is not open to conference attendees.
  - ☐ From each group one or more participants will be selected to compete in a final round.

☐ **Final Performance**

- The order of performance will be drawn at random by an impartial person in the event office.
- The final guidelines are the same as the preliminary guidelines described above; and the final performance is open to conference attendees, except performing participants of this event.

**JUDGING**

Speeches will be evaluated by a panel of judges. All decisions of the judges are final.

**STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be six.

**NATIONAL COMPETITION**

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

**GRADES 9-10 ONLY**

**Members may enter only one of the following events: Business Ethics, Business Presentation, Emerging Business Issues, Entrepreneurship, Future Business Leader, Impromptu Speaking, Job Interview, Network Design, Parliamentary Procedure, Public Speaking I, and Public Speaking II.**

# PUBLIC SPEAKING I

## Performance Rating Sheet

☐ Preliminary Round

☐ Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Relation to FBLA–PBL goals	0	1–5	6–10	11–15	
Purpose clearly stated	0	1–3	4–7	8–10	
Suitability and accuracy of statements	0	1–2	3–4	5	
Organization					
Topic adequately developed	0	1–5	6–10	11–15	
Logical sequence of ideas	0	1–3	4–7	8–10	
Accomplishment of purpose	0	1–3	4–7	8–10	
Delivery					
Participant(s) demonstrate self-confidence, poise, and good voice projections	0	1–3	4–7	8–10	
Appropriate gestures and eye contact	0	1-2	3-4	5	
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Extent to which speech was sincere, interesting, clear, creative, convincing, and concise	0	1–3	4–7	8–10	
Subtotal				/100 max.	
Time Penalty Deduct five (5) points for presentation under 3:31 or over 4:29 minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score				/100 max.	

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

## PUBLIC SPEAKING II

*This event recognizes FBLA members who, through public speaking, demonstrate qualities of business leadership by presenting a well-organized, logical, and substantial speech.*

### OVERVIEW

This event consists of a five (5) minute speech. The speech must be of a business nature and must be developed from one or more of the nine (9) FBLA-PBL Goals. The goals include:

- Develop competent, aggressive business leadership.
- Strengthen the confidence of students in themselves and their work.
- Create more interest in and understanding of the American business enterprise.
- Encourage members in the development of individual projects that contribute to the improvement of home, business, and community.
- Develop character, prepare for useful citizenship, and foster patriotism.
- Encourage and practice efficient money management.
- Encourage scholarship and promote school loyalty.
- Assist students in the establishment of occupational goals.
- Facilitate the transition from school to work.

### PERFORMANCE COMPETENCIES

- ☐ clarity of voice
- ☐ critical thinking and problem solving
- ☐ poised manner
- ☐ professional appearance

### NBEA Standards Reinforced by Event

- Communication: foundations, social

**Career Clusters:** Business, Management and Administration; Marketing

### ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

### PROCEDURE

- ☐ **Preliminary Performance**
  - ☐ Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
  - ☐ Participants failing to report on time for the event may be disqualified.
  - ☐ Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.
  - ☐ Student members, not advisers, must prepare speeches. Facts and working data may be secured from any source.
  - ☐ When delivering the speech, the participant may use notes or note cards prepared before the event. No visual aids may be used.
  - ☐ Each speech should be five (5) minutes in length.
  - ☐ A timekeeper will stand at four (4) minutes. When the speaker is finished, the time used by the participant will be recorded, noting a deduction of five (5) points for any time under 4:31 or over 5:29 minutes.
  - ☐ A lectern will be available. No microphone will be used.
  - ☐ The preliminary performance is not open to conference attendees.
  - ☐ From each group one or more participants will be selected to compete in a final round.

**❑ Final Performance**

- The order of performance will be drawn at random by an impartial person in the event office.
- The final guidelines are the same as the preliminary guidelines described above; and the final performance is open to conference attendees, except performing participants of this event.

**JUDGING**

Speeches will be evaluated by a panel of judges. All decisions of the judges are final.

**STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be six.

**NATIONAL COMPETITION**

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

**Members may enter only one of the following events: Business Ethics, Business Presentation, Emerging Business Issues, Entrepreneurship, Future Business Leader, Impromptu Speaking, Job Interview, Network Design, Parliamentary Procedure, Public Speaking I, and Public Speaking II.**

# PUBLIC SPEAKING II

## Performance Rating Sheet

☐ Preliminary Round

☐ Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Relation to FBLA-PBL goals	0	1–5	6–10	11–15	
Purpose clearly stated	0	1–3	4–7	8–10	
Suitability and accuracy of statements	0	1–2	3–4	5	
<b>Organization</b>					
Topic adequately developed	0	1–5	6–10	11–15	
Logical sequence of ideas	0	1–3	4–7	8–10	
Accomplishment of purpose	0	1–3	4–7	8–10	
<b>Delivery</b>					
Participant(s) demonstrate self-confidence, poise, and good voice projections	0	1–3	4–7	8–10	
Appropriate gestures and eye contact	0	1-2	3-4	5	
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Extent to which speech was sincere, interesting, clear, creative, convincing, and concise	0	1–3	4–7	8–10	
<b>Subtotal</b>				<b>/100 max.</b>	
<b>Time Penalty</b> Deduct five (5) points for presentation under 4:31 or over 5:29 minutes. Time:					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Final Score</b>				<b>/100 max.</b>	

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



## **SPELLING AND PROOFREADING SKILLS (North Dakota Event)**

*The ability to spell and proofread is important in business and personal written communications. These skills are a necessity in the business world, as well as in our personal lives. This event is designed to provide recognition for FBLA members who demonstrate the correct spelling of words used in business correspondence as well as the correct use of words in a sentence and who possess knowledge of vital proofreading skills such as grammar, punctuation, word choice, and capitalization.*

### **OVERVIEW**

A one-hour written objective test will be administered based on the listed competencies.

### **OBJECTIVE TEST COMPETENCIES**

- ☐ sentence structure
- ☐ correct grammar
- ☐ punctuation
- ☐ word choice
- ☐ capitalization
- ☐ spelling

### **ELIGIBILITY**

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- *Only members enrolled in grades 9 or 10 of the current school year are eligible.*
- Participants may enter this event a second time **unless they placed in the top three (3)** at a previous North Dakota State Leadership Conference.

### **PROCEDURES**

- Participants must furnish their own No. 2 pencils and erasers.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

### **JUDGING**

Tests will be machine graded.

### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten. **NOTE: This is a North Dakota event only. There is no competitive event on the national level.**

## **GRADES 9-10 ONLY**

## **SPORTS MANAGEMENT—NEW**

*The sports industry is rapidly growing in this country and the world. For an individual to be successful and effective in this type of work, a core understanding of business and a comprehensive awareness of sports necessary to succeed in sports management. This event provides recognition for FBLA members who possess the basic principles of sports management.*

### **OVERVIEW**

A one-hour written objective test will be administered based on the listed competencies.

### **OBJECTIVE TEST COMPETENCIES**

- ☐ sports marketing/strategic marketing
- ☐ facility and event management
- ☐ human resource management [labor relations]
- ☐ financing and economic input
- ☐ management and leadership in sport
- ☐ sports law
- ☐ overview of sports industry
- ☐ communications in sports
- ☐ ethics
- ☐ licensing
- ☐ history
- ☐ sport governance
- ☐ career

### **NBEA Standards Reinforced by Event**

- Management: business organization, ethics, human resource, management, financial decision making, marketing

**Career Clusters:** Business, Management and Administration

### **ELIGIBILITY**

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

### **PROCEDURES**

- Participants must furnish their own No. 2 pencils and erasers.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

### **JUDGING**

Tests will be machine graded.

### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten

### **NATIONAL COMPETITION**

The first, second and third place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

# SPREADSHEET APPLICATIONS

*Spreadsheet skills are necessary to convert data to information in business. This event recognizes FBLA members who demonstrate that they have acquired skills for spreadsheet development in business.*

## OVERVIEW

This event consists of two (2) parts: an objective test and a production test. A one (1) hour objective test will be administered based on the objective test competencies. The score received on this portion of the event will constitute 15 percent of the final event score. One (1) hour will be given for the production test. Calculators are not allowed on the production portion of the test.

Both the skills portion and the written portion of this test will be administered in the home school prior to the state conference. Both portions of the test are to be received at the designated location by the postmark date indicated to be considered for competition. The form to request this test is in the Forms section of this handbook. Students participating must register and pay registration fees for the State Leadership Conference.

## OBJECTIVE TEST COMPETENCIES

- ☐ formulas
- ☐ functions
- ☐ graphics for analysis
- ☐ purpose for spreadsheets
- ☐ pivot tables
- ☐ macros
- ☐ filters and extraction of data

## PRODUCTION COMPETENCIES

- ☐ basic mathematical concepts
- ☐ data organization concepts
- ☐ use data by creating formulas
- ☐ use functions
- ☐ generate graphs for analysis purposes
- ☐ use pivot tables
- ☐ create macros
- ☐ filter and extract data

## NBEA Standards Reinforced by Event

- Computation: problem-solving applications
- Information Technology: application software, input technologies, information technology and major business functions

**Career Clusters:** Business, Management and Administration; Information Technology

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURES

- Documents produced for this event must be prepared by the participant without help from the adviser or any other person.
- No reference materials are allowed.
- Calculators are not allowed on the production portion of the test.

## JUDGING

- Objective tests will be machine graded. This test constitutes 15 percent of the final event score.

- Judging of the skill test will be based on final copy. The score received on this portion of the event will constitute 85 percent of the final event score.
- Ties in this event will be broken by comparing the performance of the affected members on the last ten questions of the exam.

#### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

#### **NATIONAL COMPETITION**

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

**Note:** *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

## **STOCK MARKET GAME (SMG) WORLDWIDE (North Dakota Event)**

*The Stock Market Game (SMG) Worldwide is an electronic simulation of Wall Street trading, designed to help students and adults understand the stock market, the costs and benefits involved in decision-making, the sources and uses of capital, and other related economic concepts. Sponsored by the North Dakota Securities Commissioner, this event recognizes FBLA members that demonstrate an understanding and mastery of the process required to be successful in Wall Street trading.*

### **OVERVIEW**

The office of the North Dakota Securities Commission is dedicated to providing students with an increased understanding of the American economy, enabling them to become more informed citizens, consumers, future employees, and employers. Teams of FBLA members from each chapter may participate in the simulation on the dates designated by the North Dakota FBLA state office.

### **ELIGIBILITY**

Any number of individuals, or several teams consisting of three to five (3-5) members, may participate from each chapter by registering and following the regulations and requirements as outlined by the North Dakota Securities Commissioner SMG Worldwide coordinator, Diane Kambeitz.

Diane Kambeitz  
Stock Market Game Coordinator  
State of North Dakota  
State Capitol - 5th Floor  
600 East Boulevard Ave. Dept. 414  
Bismarck, ND 58505-0510  
Ph: 701-328-4698  
[dkambeitz@nd.gov](mailto:dkambeitz@nd.gov)

Participation in SMG Worldwide is free for all North Dakota residents interested in this educational experience. Registration payment for participants is provided with the funds from the Securities Protection Fund administered through the Office of the North Dakota Securities Commissioner.

### **REGULATIONS**

Registration, regulations, and procedures are found in materials and forms provided by the SMG Worldwide coordinator at the address listed above.

### **JUDGING**

The ten winning teams will be determined by the North Dakota SMG Worldwide coordinator based on the value of their SMG Worldwide portfolio during the fall competition.

### **STATE AWARDS**

Ten awards will be presented at the North Dakota State Leadership Conference. **Awards will be given only for participation in the fall competition.** NOTE: This is a North Dakota competitive event only. There is no competitive event on the national level.

## TECHNOLOGY CONCEPTS

*Technology is the new competitive edge for business. Successful business leaders must understand the impact of technology and know how to effectively harness it to drive their business success.*

### OVERVIEW

A one-hour written objective test will be administered based on the listed competencies.

### OBJECTIVE TEST COMPETENCIES

- ☐ networking concepts
- ☐ operating systems and browsers
- ☐ computer applications & integration
- ☐ basic technology concepts
- ☐ telecommunications
- ☐ Internet safety
- ☐ computer equipment

### NBEA Standards Reinforced by Event

- Information Technology: operating systems, environment and utilities, input technology, application software

**Career Cluster:** Information Technology

### ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

### PROCEDURES

- Participants must furnish their own No. 2 pencils and erasers.
- Non-graphing calculators will be provided.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

### JUDGING

Tests will be machine graded.

### STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

### NATIONAL COMPETITION

The first, second and third place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

## VIRTUAL BUSINESS CHALLENGE

*The FBLA Virtual Business Challenge (VBC) encourages FBLA members to test their skills at managing a distribution center individually or as a team. The VBC has two (2) challenges during the year (fall and spring), and each challenge focuses on different business concepts.*

### OVERVIEW

Participation in this event crosses the curriculum areas of Introduction to Business, Information Technology, and Management. The students will manage a simulated business. During the challenge, FBLA members are required to:

- ☐ Register an individual or team up to three (3) people
- ☐ Download the software
- ☐ Run the simulation
- ☐ Upload files
- ☐ Compete and be ranked against other participating FBLA teams

### NBEA Standards Reinforced by Event

- Accounting: accounting process, special applications
- Business Law: basics of the law
- Career Development: workplace expectations
- Communication: foundations, organizational
- Computation: problem-solving applications
- Economics and Personal Finance: allocation of resources, economic systems, managing finances and budgeting, saving and investing, banking, using credit
- Entrepreneurship: entrepreneurs and entrepreneurial opportunities, management
- Information Technology: application software, input technologies, information retrieval, privacy and ethics
- Management: management functions
- Marketing: the marketing plan

**Career Clusters:** Business, Management and Administration; Information Technology; Marketing

### ELIGIBILITY

- For number of teams each chapter may enter, see the State Leadership Conference Competitive Event Registration form found in the Forms section of this handbook. Entries may be created by an individual member or by a team, not to exceed three (3) members. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- A team member **cannot** be on more than one team at a time.
- Members may participate in either the fall and/or spring challenges during the school year. **Note:** *Participation in this event does constitute either one (1) or both of the two (2) total events in which a North Dakota member may compete.*
- No additional team members may be added once a team has registered.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again. **Exception:** *In the event of a team entry, one (1) member who qualified and/or competed in this event at NLC may compete again.*

### PROCEDURES

Registration, regulations, and procedures are found on-line at the Knowledge Matters website ([www.knowledgematters.com](http://www.knowledgematters.com)). All procedures required by Knowledge Matters must be followed in order for North Dakota FBLA members to be ranked and given awards. For each challenge your team will be ranked nationally for that specific challenge based on your team's total cumulative profit. At the conclusion of both Challenges, the FBLA chair for each state will be notified of the teams that placed in the state during each challenge.

**Note:** The FBLA Virtual Business Challenge is an official event brought to FBLA chapters through a partnership with Knowledge Matters. Participants use highly visual simulation software (like SimCity) to manage a distribution business. The FBLA VBC software is a free, limited-function version of the leading business simulation for education, Virtual Business—Management 2.0, which is a software program that was created by Knowledge Matters, Inc.

**JUDGING**

Knowledge Matters, based on final rankings, will determine the ten winning teams from each of the challenges.

**STATE AWARDS**

Ten awards for each challenge will be presented at the North Dakota State Leadership Conference.

**NATIONAL COMPETITION**

- The top eight nationally ranked team from each challenge, both fall and spring, but no more than one per state, per challenge, will be eligible to compete in this event at the FBLA National Leadership Conference. These 16 teams are determined by the standings in the fall and spring challenges administered via the Internet during the school year.
- No additional team members may be added once a team has registered.
- Members are unable to participate in any other event if they have qualified and plan on participating in the final round at the NLC.

*NOTE: North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*



# WEB SITE DEVELOPMENT

*The ability to communicate ideas and concepts, and to deliver value to customers, using the Internet and related technologies, is an important element in a business' success. This event recognizes FBLA members who have developed proficiency in the creation and design of Web sites.*

## OVERVIEW

This event consists of a pre-judged project.

## PROJECT COMPETENCIES

- ☐ document addresses topic and is appropriate for the audience
- ☐ graphics, text treatment, and special effects show creativity and cohesiveness of design
- ☐ appropriate selection of fonts and type sizes
- ☐ overall layout and design is creative and appealing
- ☐ final product indicates a clear thought process and an intended, planned direction with formulation and execution of a firm idea
- ☐ required information is effectively communicated
- ☐ copyright laws followed

## NBEA Standards Reinforced by Event

- Communication: foundations, technological
- Information Technology: network applications, privacy and ethics
- Marketing: foundations of marketing, the marketing plan

**Career Clusters:** Information Technology; Marketing

## ELIGIBILITY

- For number of teams each chapter may enter, see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Entries must be created by an individual member or by a team, not to exceed three (3) members. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again. **Exception:** *In the event of a team entry, one (1) member who qualified and/or competed in this event at NLC may compete again.*

## 2009 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

Participation in this event will allow members to demonstrate proficiency in conceptualizing, designing, and creating Web sites. The topic to be addressed by the Web site developed for competition at the 2009 SLC will be:

*Develop a Web site that will keep track of your chapter's alumni. The Web site will need to have a user-friendly interface for users to enter their information; easily access others' information; view details on upcoming events, chapter sponsorship opportunities, and a photo gallery of past and present events; and a means for the alumni to communicate with other alumni.*

**Copyright and Fair Use Information.** It is the policy of FBLA-PBL to comply with state and federal copyright laws. You may use the following Web sites as a reference:

Copyright and Fair Use Guidelines for Teachers at <http://www.mediafestival.org/copyrightchart.html>  
U.S. Copyright Office at <http://www.copyright.gov/> or <http://www.copyright.gov/title17/circ92.pdf>

## PROCEDURES

- Projects must address the given topic (information may be real or fictitious). Student members, not advisers, must prepare projects.
- The Web site must be available for viewing on the Internet at the time of judging. No changes can be made to the Web site after the official entry date. Judging of the Web site will take place before the SLC.
- Any photographs, text, trademarks, or names that are used on the site must be supported by proper documentation and approvals indicated on the site. Members are expected to follow all applicable copyright laws and may be disqualified if items are used inappropriately and not documented.
- The use of templates must be identified at the bottom of the home page.
- Web sites should be designed to allow for viewing by as many different platforms as possible.

- Entries will be judged according to the rating sheet.
- An official event entry form must be completed and submitted. This form is located in the Forms section of this handbook.

### **JUDGING**

Web sites will be screened to determine if chapters have complied with event eligibility and regulations. Using the rating sheet, a panel of judges selects the winners. All decisions of the judges are final.

### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

### **NATIONAL AWARDS**

The first and second place award winning Web sites are eligible to be entered in this event at the FBLA National Leadership Conference.

***Note:** North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

# WEB SITE DEVELOPMENT

## Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Page Layout and Design</b>					
Fonts, colors, and graphics enhance aesthetic appeal	0	1–7	8–14	15–20	
Format is consistent and appropriate	0	1–3	4–7	8–10	
Graphic design shows creativity, originality, and supports theme	0	1–7	8–14	15–20	
Site uses innovative technology tools and enhancements effectively (i.e., streaming video/audio, flash, animation, etc.)	0	1–3	4–7	8–10	
<b>Site Navigation</b>					
All links are functional	0	1–3	4–7	8–10	
Links are consistent and support theme	0	1–3	4–7	8–10	
Navigational scheme is logical and effective	0	1–3	4–7	8–10	
<b>Content</b>					
Effectiveness of site	0	1–10	11–20	21–30	
Theme fully and effectively developed. Solution adequately addresses assigned topic	0	1–10	11–20	21–30	
<b>Technical</b>					
Proper use of grammar, spelling, punctuation, etc.	0	1–7	8–14	15–20	
Site is compatible with multiple browsers	0	1–3	4–7	8–10	
Copyright laws have been followed, permissions are cited on the Web site, and the use of templates identified at the bottom of the home page	0	1–7	8–14	15–20	
<b>Total Points</b>					<b>/200 max.</b>

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

# WORD PROCESSING I

*Word processing skills are necessary in today's world. This event recognizes FBLA members who demonstrate that they have acquired entry level skills for word processing positions in business.*

## OVERVIEW

This event consists of two (2) parts: an objective test and a production test. A one (1) hour objective test will be administered based on the objective test competencies. The score received on this portion of the event will constitute 15 percent of the final event score. One (1) hour will be given for the production test.

Both the skills portion and the written portion of this test will be administered in the home school prior to the state conference. Both portions of the test are to be received at the designated location by the postmark date indicated to be considered for competition. The form to request this test is in the Forms section of this handbook. Students participating must register and pay registration fees for the State Leadership Conference.

## OBJECTIVE TEST COMPETENCIES

- ☐ document formatting rules and standards
- ☐ grammar, punctuation, spelling, and proofreading
- ☐ basic keyboarding terminology and concepts
- ☐ related application knowledge

## PRODUCTION COMPETENCIES

- ☐ production of letters and memorandums
- ☐ reports
- ☐ tables
- ☐ resumes
- ☐ material from rough draft and unarranged copy

## NBEA Standards Reinforced by Event

- Communication: foundations, technological
- Information Technology: computer architecture, operating systems, environment and utilities, input technology, application software

**Career Clusters:** Business, Management and Administration; Information Technology; Marketing

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline
- Participants who are or have been enrolled in office procedures, and/or skill-related courses that included keyboarding instruction, and/or keyboarding production work beyond that taught in the basic one-year keyboarding course or the equivalent must not be entered in this event.
- *Only members enrolled in grades 9-10 of the current school year are eligible.*
- Members may not enter this event if they have entered the Word Processing II event at a previous State Leadership Conference.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURES

- A Format Guide (located at the end of this section) has been developed to be used as a guide for all skill events that require word processing documents. The Format Guide will be allowed in the test site. All documents must be prepared according to the style in the format guide.
- The following reference materials are allowed at the test site: word division manuals, dictionaries, the Standards of Mailability, and Format Guide.
- Voice recognition software may be used where appropriate; local chapters must provide the software.
- Documents produced for this event must be prepared by the FBLA competitors, without help from the adviser or any other person.

**JUDGING**

- Objective tests will be machine graded. This test constitutes 15 percent of the final event score.
- Judging of the skill test will be based on final copy. The score received on this portion of the event will constitute 85 percent of the final event score.
- Ties in this event will be broken by comparing the performance of the affected members on the last ten questions of the exam.

**STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

**NATIONAL COMPETITION**

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

**Note:** *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

**GRADES 9 – 10 ONLY**

## WORD PROCESSING II

*A high level of word processing skill is a necessity for employees in productive offices. This event recognizes FBLA members who demonstrate that they have acquired word processing proficiency beyond entry level.*

### OVERVIEW

This event consists of two (2) parts: an objective test and a production test. A one (1) hour objective test will be administered based on the objective test competencies. The score received on this portion of the event will constitute 15 percent of the final event score. One (1) hour will be given for the production test.

Both the skills portion and the written portion of this test will be administered in the home school prior to the state conference. Both portions of the test are to be received at the designated location by the postmark date indicated to be considered for competition. The form to request this test is in the Forms section of this handbook. Students participating must register and pay registration fees for the State Leadership Conference.

### OBJECTIVE TEST COMPETENCIES

- ☐ document formatting rules and standards
- ☐ grammar, punctuation, spelling, and proofreading
- ☐ basic keyboarding terminology and concepts
- ☐ related application knowledge

### PRODUCTION COMPETENCIES

- ☐ production of all types of business forms
- ☐ letters
- ☐ memorandums
- ☐ tables
- ☐ reports
- ☐ statistical reports
- ☐ materials from rough draft and unarranged copy

### NBEA Standards Reinforced by Event

- Communication: foundations, technological
- Information Technology: computer architecture, operating systems, environment and utilities, input technology, application software

**Career Clusters:** Business, Management and Administration; Information Technology; Marketing

### ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

### PROCEDURES

- A Format Guide (located at the end of this section) has been developed to be used as a guide for all skill events that require word processing documents. The Format Guide will be allowed in the test site. All documents must be prepared according to the style in the format guide.
- The following reference materials are allowed at the test site: word division manuals, dictionaries, the Standards of Mailability, and Format Guide.
- Voice recognition software may be used where appropriate; local chapters must provide the software.
- Documents produced for this event must be prepared by the FBLA competitors, without help from the adviser or any other person.

### JUDGING

- Objective tests will be machine graded. This test constitutes 15 percent of the final event score.
- Judging of the skill test will be based on final copy. The score received on this portion of the event will constitute 85 percent of the final event score.

- Ties in this event will be broken by comparing the performance of the affected members on the last ten questions of the exam.

**STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

**NATIONAL COMPETITION**

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

**Note:** *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*



# FORMAT GUIDE

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### OVERVIEW

Today's successful businesses require a consistent message throughout the organization. A foundation of this strategy is the use of a format guide so that a corporation maintains a uniform image through all its communications. As the

premier student business organization, it is our responsibility to guide our students according to today's business practices. With this in mind, we have crafted a Format Guide by which our students and advisers can prepare for the Computer Applications and Word Processing skill events. Please review the Format Guide carefully in preparing for these events.



### GENERAL GUIDELINES

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Font Size:	11 or 12
Font Style:	Times, Times New Roman, or Arial
Spacing:	1 or 2 spaces after punctuation ending a sentence (stay consistent within the document) 1 space after a semicolon 1 space after a comma 1 or 2 spaces after a colon (stay consistent within the document) 1 space between state abbreviation and zip code
Letters:	Block Style with Open Punctuation Top Margin: 2 inches Side and Bottom Margins: 1 inch
Bulleted Lists:	Single space individual items; double space between items
Memorandums:	Standard Style Top Margin: 2 inches Side and Bottom Margins: 1 inch
Unbound Report:	Body double spaced Top Margin: 2 inches first page, 1 inch remaining pages Side and Bottom Margins: 1 inch Page number is placed 0.5 inches at right margin starting on page 2
Leftbound Report:	Body double spaced Top Margin: 2 inches first page, 1 inch remaining pages Side Margins: Left 1½ inches – Right 1 inch Bottom Margin: 1 inch Page number is placed 0.5 inches at right margin starting on page 2
Miscellaneous Documents:	Top Margin: 2 inches (Agenda, Itinerary, Minutes, News Release, Outline, Table of Contents) Side and Bottom Margins: 1 inch
Miscellaneous Notes:	Left justification of documents is to be used unless otherwise indicated. Main and subheadings should be keyed in boldface.
References:	All references must be placed in alphabetical order.

**Note:** Documents in this style manual may not show the correct top margins because of the instruction box at the top of the page.



## ADVANCED LETTER FEATURES

Mailing Notation:	A mailing notation is keyed a double space below the date in ALL CAPS followed by a double space before the inside address.
Attention Line:	An attention line is keyed as the first line of the inside address. When an attention line is used, the salutation is "Ladies and Gentlemen."
Subject Line:	A subject line should be keyed a double space below the salutation in ALL CAPS. The subject line begins at the left margin. The word "subject" or "re" are not used when keying the subject line.
Second Page Heading:	<p>If a letter contains more than one page, key a heading at the top of each subsequent page. Key the first line of the inside address, page number, and date at the left margin beginning one inch from the top of the paper. Double space below the date before continuing the body of the letter.</p> <p style="text-align: center;">Ms. Terra Green Page 2 Current Date</p>
Company Name:	Key the company name a double space below the complimentary close in ALL CAPS. Quadruple space to the writer's name.
Enclosure Notation:	Place an enclosure (or attachment) notation a double space below the reference initials. If multiple enclosures are referred to in the letter, follow the word "enclosures" with a colon and list each enclosure.
Copy Notation:	Use a lowercase (c) by the name of the person(s) to receive a copy. Place the copy notation a double space below the last line of the enclosure notation or the reference line if there is no enclosure.
Postscript:	A postscript should be keyed as the last line in the letter. It should be preceded by a double space and begin at the left margin. The initials "P.S." should not be used.



## STANDARDS OF MAILABILITY

Materials submitted in these events are graded against the standard of zero errors and business-like format. The Format Guide must be followed for proper formatting of any type of word processing documents in Computer Applications (FBLA & PBL), Word Processing I & II (FBLA) and Word Processing (PBL).

Errors that will make copy mailable with slight corrections will result in a penalty of two (2) points.

The following errors will make the copy mailable with serious corrections and will result in a penalty of five (5) points per error.

- Keying or spelling errors
- Inserted or omitted words that change the meaning of the sentence
- Formatting error



## AGENDA SAMPLE

Top Margin: 2"  
Side Margins: 1"  
Second Page Top: 1"

### **FUTURE BUSINESS LEADERS OF AMERICA-PHI BETA LAMBDA**

**(DS)**

#### **Board of Directors Agenda**

**(DS)**

**Tuesday, March 20, 20—**

**(DS)**

1. Call to Order—Jean Buckley, Chief Executive Officer  
**(DS)**
2. Roll Call—Mary Anvil, Secretary
3. Reading of the Minutes—Mary Anvil, Secretary
4. Treasurer's Report—Harvey Weinberg, Treasurer
5. Other Officer Reports
6. Committee Reports  
    Accounting—Mildred Wright  
    Social—Betty Einstein  
    Fund-raising—Bret Rushmore  
**(SS)**
7. Unfinished Business
8. New Business
9. Date of Next Meeting
10. Adjournment

***Note:***

Numbers may be left or right aligned.



## ITINERARY SAMPLE

Top Margin: 2"  
Side Margins: 1"  
Second Page Top: 1"

**ITINERARY**  
(DS)  
**M. J. Lawson**  
(DS)  
**October 10-13, 20—**  
(DS)

**Sunday, October 10**

(DS)

9:30 a.m. Depart Memphis Municipal Airport, United Airlines, Flight 433, nonstop, lunch served.

(DS)

1:02 p.m. Arrive San Francisco International Airport.

(DS)

5:30 p.m. Depart hotel for Chinatown visit.

**Monday, October 11**

9:00 a.m. Conference at Mark Hopkins Hotel.

Reminder: Call Pat Martin to confirm dinner arrangements for tomorrow.

**Tuesday, October 12**

9:00 a.m. Conference at Mark Hopkins Hotel.

7:00 p.m. Dinner with Pat Martin.

**Wednesday, October 13**

9:30 a.m. Depart hotel for airport.

12:20 p.m. Depart San Francisco International Airport, United Airlines, Flight 700, one stop, lunch served.

7:15 p.m. Arrive Memphis Municipal Airport.



## LABEL/ENVELOPE FORMAT SAMPLE

MS JUNE R TIJERINA  
CLAIMS DEPARTMENT  
GOLDEN INSURANCE COMPANY  
1846 MARKET STREET  
SAN FRANCISCO CA 94102-1234

The Optical Character Recognition (OCR) style,  
including all recommended abbreviations, is to be used  
by the company for all labels and envelopes.



## BUSINESS LETTER SAMPLE

Top Margin: 2"  
Side Margins: 1"

Current Date

(QS)

Ms. Terra Green  
1923 Deserama Circle  
Cottonwood, AZ 86326

(DS)

Dear Ms. Green

(DS)

This letter is keyed in block style with open punctuation. All lines, including the date, inside address, salutation, and closing begin at the left margin. A double space is left between all letter parts except before the inside address and the writer's name, where a quadruple space (4 returns) will be found.

(DS)

This letter style is to be used for FBLA-PBL competition.

(DS)

Sincerely

(QS)

Barbara Small  
Director of Education

(DS)

xx



## PERSONAL LETTER SAMPLE

Top Margin: 2"  
Side Margins: 1"

1912 Association Drive  
Reston, VA 20191-1591  
Current Date

(QS)

Ms. Terra Green  
1923 Deserama Circle  
Cottonwood, AZ 86326

(DS)

Dear Ms. Green

(DS)

This letter represents an acceptable format for a personal business letter. As you can see, the format is identical to a business letter keyed in block style with open punctuation. Additionally, reference initials are not included.

(DS)

Sincerely

(QS)

Barbara Small



## LETTER WITH ADVANCED FEATURES SAMPLE

Top Margin: 2"  
Side Margins: 1"

Current Date

(DS)

CONFIDENTIAL (If no mailing notation, QS after date.)

(DS)

Attention FBLA-PBL Competitors

FBLA-PBL, Inc.

1912 Association Drive

Reston, VA 20191-1591

(DS)

Ladies and Gentlemen

(DS)

LETTER FORMAT WITH ADVANCED FEATURES

(If no subject line, DS after salutation.)

(DS)

This letter illustrates the placement of all advanced letter parts as described on the enclosed sheet. It also illustrates the block style letter with open punctuation.

(DS)

Please refer to this letter when keying such a document to avoid making formatting errors.

(DS)

Sincerely

(DS)

FBLA-PBL, INC.

(QS)

Barbara Small

Director of Education

(DS)

xx

(DS)

Enclosure

(DS)

c Ms. Jean Buckley, President/CEO

(DS)

Best of luck in your competition!



## LETTER & MEMO SECOND PAGE

Top Margin: 1"  
Spacing of Materials: SS  
Spacing after Date to Body: DS

Name of Addressee or Company

Page 2 (SS)

Date

(DS)

**MEMORANDUM**

Top Margin: 2"  
Side Margins: 1"

TO: FBLA-PBL Competitors  
(DS)  
FROM: Judging Committee  
(DS)  
DATE: Current  
(DS)  
SUBJECT: Formatting a Standard Memorandum  
(DS)

When formatting a standard memorandum, use a 2-inch top margin. Next, key the heading lines with a double space between each. Note that each heading is typed in ALL CAPS and informational lines are aligned on the left. The subject line should be keyed with initial caps and followed by a double space.

Paragraphs are aligned at the left margin and are single spaced with a double between each. The competitor should key his/her initials at the left margin a double space below the body of the last paragraph in lowercase letters. If an attachment or enclosure is included, the word "Attachment" or "Enclosure" should be keyed at the left margin a double space below the competitor's initials.

xx  
(DS)  
Enclosure





## NEWS RELEASE

<b>Top Margin:</b>	<b>2"</b>
<b>Side Margins:</b>	<b>1"</b>
<b>Body:</b>	<b>DS</b>

NEWS RELEASE

**(DS)**

Contact: Patricia Wells, Adviser

XYZ Club

1801 E. National Avenue

Phoenix, AZ 85007-0032

602-555-1234

**(DS)**

Release May 1, 20—

**(QS)**

STUDENTS EARN TRIP TO FBLA NATIONAL CONFERENCE

**(QS)**

Fifteen XYZ Club members have been selected to represent Arizona at the National Leadership Conference.

These students have the opportunity to attend this conference with over 5,000 delegates representing each state.

To raise funds to attend this conference, members will hold a yard sale and silent auction May 23–24 from 8 a.m. to 2 p.m. at the school.

Any community members wishing to make a donation for the yard sale/silent auction may contact Patricia Wells at the above number.

**(DS)**

###



# MINUTES

Top Margin: 2"  
Side Margins: 1"

**XYZ CLUB  
(DS)  
Minutes of September 1, 20—**

**(QS)**

**Call to Order**

**(DS)**

The regular meeting of the XYZ Club was called to order on Monday, September 1, 20— at 3:30 p.m. President Steve Dockray called the meeting to order with Secretary Dale Williams recording minutes.

**(DS)**

**Attendance**

All members were in attendance.

**Minutes**

The minutes of the August 1, 20— meeting were read. Justin Vaughn moved to approve the minutes as read. They were seconded and approved.

**Treasurer's Report**

Treasurer Kelly Osborne reported a chapter balance as of September 1, 20— of \$347.16. The report was filed.

**Unfinished Business**

The date for the Winter Dance was announced. It will be held November 27 in the main gym. The price per person will be \$5 each or \$8 per couple.

**New Business**

None.

**Announcements**

Reminder for all members to begin collecting pledges for the March of Dimes March for Babies.

**Adjournment**

There being no further business, the meeting was adjourned at 4:10 p.m.

**(QS)**

Terra Green, Secretary



## OUTLINE

Top Margin: 2"  
Side Margins: 1"  
Spacing in Body: SS

### FORMATTING OUTLINES

(QS)

#### I. VERTICAL SPACING

(DS)

- A. Title of Outline
  - 1. Two-inch top margin
  - 2. Followed by a quadruple space
- B. Major Headings
  - 1. First major heading preceded by a quadruple space; all others preceded by a double space
  - 2. All major headings followed by a double space
  - 3. All subheadings single spaced

(DS)

#### II. HORIZONTAL SPACING

(DS)

- A. Title of Outline Centered over Line of Writing
- B. Major Headings and Subheadings
  - 1. Identifying lowercase roman numerals aligned at left margin or aligned on periods
  - 2. Identifying letters and numbers for each subsequent level of subheading aligned below the first word of the preceding heading

(DS)

#### III. CAPITALIZATION

(DS)

- A. Title of Outline Keyed in ALL CAPS
- B. Major Headings Keyed in ALL CAPS
- C. First-order Subheadings Keyed with all Major Words Beginning with Initial Caps
- D. Second-order Subheadings Keyed with First Word Only Using Initial Cap

**Note:**

Roman numerals can be left or right aligned.



## REPORT

<b>Top Margin:</b>	<b>2"</b>
<b>Side Margins:</b>	<b>1"</b>
<b>Spacing in Body:</b>	<b>DS</b>

### REPORT FORMATTING

(QS)

#### Standard Margins

With the exception of the left margin, all margin settings are the same for the unbound and leftbound reports. The right margin is one inch. A top margin of two inches and a bottom margin of one inch are used on the first page of reports. All remaining pages are keyed with one-inch top and bottom margins. Since the internal spacing of report parts varies, a bottom margin of exactly one-inch is sometimes not feasible. The bottom margin may be varied to prevent a side heading or first line of a paragraph from printing as the last line on a page (orphan), or the last line of a paragraph from occurring at the top of a new page (widow.)

#### Page Numbering

The first page of a report is not numbered. On the second and subsequent pages, place the page number in the upper right side of the page header. Reference pages should also be numbered.

#### Long Quotes

Quoted material of four or more lines should be single spaced, indented 0.5 inches from both the left and right margins, and doubled space above and below the quoted materials.

#### Enumerated or Bulleted Items

Indent enumerated or bulleted items 0.5 inches from the left margin; block the lines at the beginning of the first word of the item. The right margin for enumerated and bulleted items remains at one inch. Single space individual items; double space between items as well as above and below a series of items.

#### Headings and Subheadings

Main heading. Center the main heading in ALL CAPS and bold over the body.

Side headings. Begin side headings at the left margin. Capitalize the first letter of the first word and all other main words in each heading. Bold side headings.

Paragraph headings. Indent paragraph headings 0.5 inches from the left margin. Capitalize the first letter of the first word only. Underline the heading and follow it with a period.<sup>1</sup>



## REPORT CONTINUED

Top Margin: 1"  
Side Margins: 1"  
Spacing in Body: DS

2

### Endnotes

Endnotes are placed at the end of the report, and the endnote is cited by a superscript number. The endnotes page has the same top and side margins as the first page of the report and is numbered. Each endnote is single spaced with a double space between endnotes. The first line of each endnote is indented 0.5 inches from the left margin; all other lines begin at the left margin.<sup>2</sup>

### References

All references cited will be listed alphabetically under the heading REFERENCES or BIBLIOGRAPHY or WORKS CITED. The page has the same top and side margins as the first page of the report and is numbered. Each reference is single spaced with a double space between references. The first line of each reference begins at the left margin; all other lines are indented 0.5 inches from the left margin.<sup>3</sup>

When listing the titles of individual works, follow these guidelines: Titles of books should be italicized. Titles of articles should be placed in quotation marks. Journal or magazine titles should be italicized. The title or description of materials found on Web sites or other Internet sources should be surrounded by quotation marks.

### Note:

Put just the page number on the second and subsequent pages in the upper right side of the page header 0.5 inch from top of page.



## ENDNOTE PAGE

Top Margin: 2"  
Side Margins: 1"  
Spacing in Body: SS

### ENDNOTES

(QS)

<sup>1</sup>D. F. Dansereau, "Learning Strategy Research," *Thinking and Learning Skills*, Vol. 1, Hillsdale, NJ: Lawrence Erlbaum, 1999, p. 111.

(DS)

<sup>2</sup>Rose Huber, "Teaching Students How to Study," *Eastside Weekend*, September 1-7, 1998, p. 18.

(DS)

<sup>3</sup>Theodore Silver, *Study Smart*, New York: Villard Books, 2000, p. 99.



## REFERENCE PAGE

Top Margin: 2"  
Side Margins: 1"  
Spacing in Body: SS

### REFERENCES

(QS)

Dansereau, D. F., "Learning Strategy Research," *Thinking and Learning Skills*, Vol. 1. Hillsdale, NJ: Lawrence Erlbaum, 1999.

(DS)

Huber, Rose, "Teaching Students How to Study," *Eastside Weekend*, September 1-7, 1998.

Silver, Theodore, *Study Smart*. New York: Villard Books, 2000.

The Shakespearean Homework Helper <liadonna2@aol.com>. "Where is Duke Orsin's Palace?" 29 November 1999. Borrow, Christine <student5@your school.com>.

U.S. Census Bureau. "American FactFinder: Facts About My Community." [Online] 30 November 1999. <[http://factfinder.census.gov/java\\_prod/dads.ui.homePage.HomePage](http://factfinder.census.gov/java_prod/dads.ui.homePage.HomePage)>.

USGS. "Map: Major Volcanoes in Ecuador." [Online image] 30 November 1999. <[http://vulcan.wr.usgs.gov/Volcanoes/Ecuador/Maps/map\\_ecuador\\_volcanoes.html](http://vulcan.wr.usgs.gov/Volcanoes/Ecuador/Maps/map_ecuador_volcanoes.html)>.

Zoological Society of San Diego. "Let's See Those New Teeth," San Diego Zoo Baby Panda Exhibit. [Online video clip] 29 November 1999. <[http://sandiegozoo.org/special/pandas/pands\\_baby\\_videos3.html](http://sandiegozoo.org/special/pandas/pands_baby_videos3.html)>.



# TABLES

## Special Instructions

- Bold titles and column headings.
- Column headings may be centered over column or blocked at left of column.
- Tables using both one- and two-line column headings should be aligned at the bottom of the cell.
- For two-line column headings in tables without gridlines, underline the bottom word of the heading.
- Gridlines are optional unless otherwise stated.
- If gridlines are not used, underline column headings and DS after heading.
- Do not include \$ with dollar amounts in columns. Dollar signs may be placed in Total Row.
- All columns containing numbers should be right or decimal aligned.
- All columns containing text should be left aligned.
- The body of the table may be single or double spaced.
- Tables within another document should be centered horizontally unless otherwise indicated.
- DS before and after the table.
- Gridlines should not be used in titles.

**Center Vertically**  
**Center Horizontally**

### Example Table with Gridlines

**SALARY CHART TABLES**  
(DS)  
**Administrative Support Department**  
(QS)

Position	Current Salary	Percent Increase	Amount Increase	New Salary
Accountant	26,000.00	6.5	1,690.00	27,290.00
Administrative Assistant	23,000.00	5.5	1,265.00	24,265.00
Data Entry Clerk	16,500.00	4.5	742.50	17,242.50
Executive Assistant	25,000.00	6.5	1,625.00	26,625.00
Office Specialist	19,000.00	5.0	950.00	19,950.00
<b>Total</b>	\$109,500.00		\$6,272.50	\$115,372.50

### Example Table without Gridlines

**SALARY CHART**  
(DS)  
**Administrative Support Department**  
(QS)

<u>Position</u>	<u>Current Salary</u>	<u>Percent Increase</u>	<u>Amount Increase</u>	<u>New Salary</u>
Accountant	26,000.00	6.5	1,690.00	27,290.00
Administrative Assistant	23,000.00	5.5	1,265.00	24,265.00
Data Entry Clerk	16,500.00	4.5	742.50	17,242.50
Executive Assistant	25,000.00	6.5	1,625.00	26,625.00
Office Specialist	19,000.00	5.0	950.00	19,950.00
<b>Total</b>	\$109,500.00		\$6,272.50	\$115,372.50



## TABLE OF CONTENTS

Top Margin: 2"  
Side Margins: 1"

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**Note:**

Page numbers should be right aligned with leader lines.



# **CHAPTER ACTIVITIES**



## **ADOPT-A-CHAPTER**

*The Adopt-a-Chapter program is designed to encourage the recruitment of high schools in your area that currently do not have an FBLA chapter. The goal is to get new chapters involved with FBLA.*

### **RECOGNITION**

All chapters who participate in this project and help charter or reactivate a new chapter will be recognized at the State Leadership Conference.

All chapters who adopt a chapter must follow the “adoption terms,” have the new chapter sign the verification form, and return the form to the state FBLA office postmarked by the February 9 deadline.

All chapters are challenged to spread the word about North Dakota FBLA and give more students the opportunity to participate in this organization.

### **TERMS OF ADOPTION**

In order to receive recognition for participation in the Adopt-A-Chapter Project, chapters must do the following:

- Contact a school that does not currently have an FBLA chapter and set up an appointment with an interested teacher to inform them about FBLA. (Contact the state office for a presentation that can be used at this meeting.)
- Request a “Chapter Start-Up Packet” from the state office and personally deliver it to the prospective chapter. This packet includes handbooks, charter application, office resource guides, etc.
- Assist adopted chapter with completing the charter application. **The new or reactivated chapter must have a minimum of five members.**
- Meet with the adopted chapter a minimum of two times. The new chapter should be assisted with developing a program of work for their first year.
- Conduct a chapter installation service for new chapter. **(Mandatory—this can be one of the two meetings listed in the previous item.)**
- Complete the Verification Form with all required signatures and mail to the state office *postmarked by February 9, 2009.*

## **FORM IN FORMS SECTION**

## CORPORATE SPONSORSHIP

*The corporate sponsorship program is designed to raise money to help send state competitive event winners to the National Leadership Conference. Next year's conference will be held in Anaheim.*

### TIPS FOR RECRUITING CORPORATE SPONSORS

Make a list of potential sponsors. In identifying sponsors, consider businesses that benefit from statewide exposure, such as car dealerships or statewide corporations. Corporate sponsors will receive the following recognition by sponsoring an event at the State Leadership Conference:

- recognition in our conference program
- recognition (via multimedia screen) at the Awards of Excellence Program
- recognition on the ND FBLA website ([www.nd-fbla.org](http://www.nd-fbla.org))
- an invitation to attend the Awards of Excellence Program and personally hand out the awards for the event you've sponsored

Many of your hometown businesses will also support you if asked.

When contacting potential corporate sponsors:

- Make an appointment convenient to them.
- Make sure you know everything about the program before you go and talk to potential sponsors. Know the basics of FBLA, such as the mission statement (printed in your chapter handbook), so you can inform them of what our organization strives to achieve. Make the business aware of what their money does. The sponsorship pays for the sponsored event winner's registration at the NLC.
- Have a general idea of what you're going to say and how you are going to say it before you contact a potential sponsor.
- If possible, show an example of last year's SLC program with sponsors' company logos in it. Tell how their name appears on the multimedia screen at the SLC next to the event name. Get the company's business card, so their sponsorship information can be printed in the conference program.
- Dress appropriately.
- Have an introduction that is informative and is ten seconds or less. As an example: "Hi, I'm Robin Walters, the president of the Martian Protection Society, and I'd like to speak to you about the benefits of sending an outstanding high school student into outer space."
- Tell them what happens at the NLC. Share the excitement of a North Dakota team winning first in the nation in desktop publishing. Also tell them what a great experience it is.
- Remember to send a written thank you within 48 hours to thank the business for their sponsorship.

From the moment you enter a business to contact a potential corporate sponsor, make sure you are as professional as you can be. One tip—if you have to wait for someone and you are sitting when they enter, be sure you stand to greet them and shake their hand.

When you get a corporate sponsorship:

- ☐ Complete all sections of the form
- ☐ Ask sponsor to send a corporate logo, in jpeg format, to [kscholl@nd.gov](mailto:kscholl@nd.gov)
- ☐ Secure a check for the proper amount made out to North Dakota FBLA
- ☐ Send the information to the state FBLA office (address is in the chapter handbook)
- ☐ Send a thank you to the sponsor

Events that have been sponsored, and the businesses that sponsored them, will be listed on the website so that we do not get duplicate sponsors for an event. Check the website at [www.nd-fbla.org](http://www.nd-fbla.org) to see which events have been sponsored before talking to a business.

A list of events that are available for sponsorship and a corporate sponsorship proposal can be found on the next three pages.

## FORM IN FORMS SECTION

## **2008-2009 NORTH DAKOTA FBLA COMPETITIVE EVENTS**

### **(for use with Corporate Sponsorship Program)**

*The purpose of the Corporate Sponsorship Program is to help send North Dakota FBLA members, who qualify for national competition, to the National Leadership Conference. We request a \$200 sponsorship for a business to be the sole sponsor of an individual event. With team or chapter events, in order to be the sole sponsor, the amount could range anywhere from \$200 to \$1,000 (depending on the size of the team). If a business should choose to partially sponsor an event, we would accept sponsors for that event until it is fully sponsored. We would like to suggest that \$100 be the minimum amount for a sponsorship.*

#### **CHAPTER AND TEAM EVENTS**

American Enterprise Project — 3 members per team  
Business Ethics - 2 to 3 members per team  
Business Plan — 1 to 3 members per team  
Business Presentation — 1 to 3 members per team  
Community Service Project — 3 members per team  
Desktop Publishing — 2 members per team  
Digital Video Production—1 to 3 members per team  
E-business—1 to 3 members per team  
Emerging Business Issues — 2 to 3 members per team  
Entrepreneurship — 2 to 3 members per team  
Local Chapter Annual Business Report — 1 report per chapter  
Network Design — 2 to 3 members per team  
Parliamentary Procedure — 4 to 5 members per team  
Partnership with Business Project — 3 members per team  
Virtual Business Challenge – 1 to 3 members per team  
Web Site Development — 2 to 3 members per team

#### **INDIVIDUAL EVENTS**

Accounting I  
Accounting II  
Business Calculations  
Business Communication  
Business Law  
Business Math  
Business Procedures  
Computer Applications  
Computer Problem Solving  
Cyber Security  
Database Design and Applications  
Desktop Application Programming  
Economics  
Electronic Career Portfolio  
FBLA Principles and Procedures  
Future Business Leader  
Impromptu Speaking  
Internet Application Programming  
Introduction to Business  
Introduction to Business Communication  
Introduction to Parliamentary Procedures  
Introduction to Technology Concepts  
Job Interview  
Marketing  
Networking Concepts  
Personal Finance  
Public Speaking I  
Public Speaking II  
Sports Management  
Spreadsheet Applications  
Technology Concepts  
Word Processing I  
Word Processing II



ND Future Business Leaders of America  
600 E. Boulevard Ave., Dept. 270  
Bismarck, ND 58505-0610

Contact: <Name>  
Phone:

*Proposal for <Business>*

**Who Are We?** – Future Business Leaders of America (FBLA) is a student business organization whose mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs.

**What Are We Doing?** – The North Dakota FBLA State Leadership Conference is a three-day conference bringing together over 1,000 of the brightest and most talented students from across North Dakota. During the conference, participants and advisers will hear dynamic speakers, participate in seminars and hands-on workshops, and compete in our competitive events program, with more than 40 different events ranging from accounting to public speaking and computer applications to website development (see attached list).

State officers work to develop and maintain relationships with local FBLA chapters to continually develop leadership skills at various levels. We hope that these relationships will promote active participation in FBLA during their high school years.

State officers develop and train through planning retreats, and meetings throughout the year. Parliamentary procedure, teamwork, networking, and a combination of professional and personal development are the main focuses for FBLA state officers. State officers spend time traveling to local chapters to increase communication among chapters and creating networking opportunities for students.

**When Is The Conference?** – The conference is scheduled for March 29 – 31, 2009 in Minot.

**Who Will Be There?** – The conference begins on Sunday evening with an opening session welcome from a national FBLA officer, a keynote speaker, and recognition of chapters and members for their leadership accomplishments during the year.

Monday's events include competitive events, business tours, workshops, and campaign speeches for a new state officer team. Throughout the day, conference attendees can compete in their chosen fields/events against students from all over North Dakota with the opportunity win a first, second, or third-place finish in order to move on to competition at the National Leadership Conference. In addition, workshops and tours will be conducted in a variety of business-related topics that will help students to network and to develop their leadership skills.

Tuesday ends the conference with the election of state officers for the upcoming year and, finally, the Awards of Excellence Program where student competitors and chapter award winners will be recognized.

**Why Are We Doing This?** – We are doing this to help students develop leadership skills and to help them plan for their futures. Our members will gain valuable experience and skills that will help them transition from high school to college and then to careers.

Additionally, we have developed the corporate sponsorship program to assist our North Dakota FBLA members who excelled in competition at the state level to move on to competition at the national level. Your financial assistance will aid our members in competing at the FBLA National Leadership Conference.

**How Can You Help?** – We are inviting you to assist our efforts by sponsoring a competitive event at the State Leadership Conference. The possibilities for sponsorships include the following: <show potential sponsor the event list>.

**What Are The Benefits to You?** – You can help our group of upcoming and developing business professionals by sponsoring one or more competitive events. Sponsorship opportunities exist anywhere from the \$100 to \$1,000 level. For your sponsorship, you receive:

- (1) recognition in our conference program
- (2) recognition (via multimedia screen) at the Awards of Excellence Program
- (3) recognition on the ND FBLA website ([www.nd-fbla.org](http://www.nd-fbla.org))
- (4) an invitation to attend the Awards of Excellence Program and personally hand out the awards for the event you've sponsored

This conference is being planned and coordinated by and for high school students. The North Dakota state officer team, their local chapter advisers, and the ND state director, Kelly Scholl, and Administrative Assistant, Gail Riedinger, are ensuring the standards and professionalism of the conference through continual planning and communication.

Thank you for your consideration of our proposal. We are excited and honored to have you join us for this spectacular event being planned for North Dakota FBLA members.

# INFOSHARE

*The “Infoshare Form” is a way for chapters to report their chapter’s news. The “Infoshare” is easy to fill out, send, and read.*

## COMPLETING THE INFOSHARE

Several things will happen when you complete the Infoshare:

1. Your regional vice president will take all the Infoshares collected each month, and submit a report to the state webmaster for inclusion on the ND FBLA website.
2. By sending in an Infoshare form, on three separate months, prior to the State Leadership Conference, your chapter will have fulfilled one of the requirements for the “Go for the Gold” event.
3. The Infoshare is your chapter’s way of letting other chapters know what’s happening with FBLA at your school.

All you need to do is type your school name, address, etc. on the form. Then check the type of activity and describe it. If you wish to reproduce this form electronically and email your Infoshares, please feel free to do so. Please send photos, if they are available. When sending photos, remember to have the people pictured sign a website release form that can be found in your Chapter Handbook and on the website. The website release form should be sent to the state FBLA office, and the state webmaster will verify whether or not it is okay to include your pictures on the website.

You must submit at least one activity, but may submit more if you had a busy month. Just remember that forms must be turned in on three separate months, with at least one activity on each form, by February 9, 2009, in order to qualify for “Go for the Gold.” Please postmark, fax, or email the Infoshare to your regional vice president by the 5<sup>th</sup> of the month. We look forward to reading all about your local chapters!

## FORM IN FORMS SECTION



# **MEMBERSHIP MADNESS & MEMBERSHIP MANIA**

*Effective state and national programs depend upon membership support and growth. In order to support the efforts of members who recruit new FBLA members, recognition is given to those who recruit five or ten new members.*

## **MEMBERSHIP MADNESS AWARD**

This program recognizes FBLA members who extend the benefits of membership to their friends and acquaintances. Members who recruit at least five (5) new members receive a certificate of recognition and have their efforts recognized at the State Leadership Conference. Completing the requirements of the Membership Madness Award can also be used as an optional activity for Go for the Gold (or Silver). The deadline for submitting Membership Madness Forms (located in the Forms Section) is February 9. Once this form is submitted for recognition at the state level, it will be forwarded to the national office for recognition. Members and/or advisers do not have to send the form to the national office; the state office will do it for you.

## **MEMBERSHIP MANIA AWARD**

This program recognizes FBLA members who extend the benefits of membership to their friends and acquaintances. Members who recruit at least ten (10) new members receive a certificate of recognition and have their efforts recognized at the State Leadership Conference. Completing the requirements of the Membership Mania Award can also be used as an optional activity for Go for the Gold (or Silver). The deadline for submitting Membership Mania Forms (located in the Forms Section) is February 9. Once this form is submitted for recognition at the state level, it will be forwarded to the national office for recognition. Members and/or advisers do not have to send the form to the national office; the state office will do it for you.

# **PROFESSIONAL DRESS DAY**

Learning to dress in a professional manner is an important element in conveying a professional impression in a business environment, and it is a required element at state FBLA events. Professional Dress Day is designed to give FBLA members an opportunity to wear professional attire and to determine if what they are wearing conveys a professional impression and meets the FBLA Dress Code.

Professional Dress Day is designed to teach members about professional business attire, as defined by the FBLA Dress Code. Chapters who have a majority (51%) of their members who wear professional dress to school in three separate months prior to the submission deadline, can use this activity to qualify for Go for the Gold or Silver.

The Professional Dress Day verification form must be completed and submitted along with the Go for the Gold or Silver application form.

## **FORM IN FORMS SECTION**

# **OFFICIAL INFORMATION**

## **42nd Annual FBLA State Leadership Conference**

**March 29 – 31, 2009**

**Municipal Auditorium  
Minot, ND**

**All forms in forms section.**



## 2009 NORTH DAKOTA STATE LEADERSHIP CONFERENCE

The highlight of the year in North Dakota FBLA is the State Leadership Conference, which will be held in Minot on March 29 – 31, 2009. This exciting, fun-filled, three-day leadership conference provides students with many opportunities for leadership development and an opportunity to participate in various competitive events. Winners in the competitive events are eligible to enter the National Leadership Conference in Anaheim, CA, June 25 – 28, 2009.

**This section of the handbook contains all the information and forms necessary to register students for the State Leadership Conference. Please read this section very carefully. Please notify the state office immediately if you spot a problem or conflict. Others will have the same concern.**

### ONLINE CONFERENCE REGISTRATION INFORMATION:

The State Leadership Conference registration and competitive event registration will be done online utilizing the national FBLA database.

As a result of the online registration procedure, the following forms have been eliminated from the Forms section of this handbook:

- Adviser Length of Service Award Application Form
- FBLA State Leadership Conference Registration Form
- FBLA Competitive Events Registration Form

Guidelines to complete the online registration process will be sent to advisers, via the FBLA listserv, in early January, 2009.

### COMPETITIVE EVENT INFORMATION:

**Members are allowed to compete in two (2) individual or team events.** An exception will be made for members who are part of the presentation team in chapter events. Keep in mind, however, that members are absolutely not allowed to compete in more than one (1) of the following events: Business Ethics, Business Presentation, Emerging Business Issues, Entrepreneurship, Future Business Leader, Impromptu Speaking, Job Interview, Network Design, Parliamentary Procedure, Public Speaking I, and Public Speaking II.

Future Business Leader and Job Interview materials are to be mailed ahead of time to the designated place by the specified postmark date.

Participants failing to report on time for an event may be disqualified. Participants must adhere to the dress code established by the Board of Directors, or they will not be allowed to participate in an event.

Remember that students entering Business Math, Introduction to Business, Introduction to Business Communication, Introduction to Technology Concepts, FBLA Principles and Procedures, Introduction to Parliamentary Procedure, Public Speaking I, Spelling and Proofreading Skills, and Word Processing I must be in grades 9–10 only.

The following events are considered to be linked in a series. Once a member has competed at the State Conference in the second, or advanced, event in the series, he/she may not subsequently compete in the first, or introductory event. Event series impacted by this regulation include:

- Accounting I and Accounting II
- Business Math and Business Calculations
- Introduction to Business Communication and Business Communication
- Introduction to Parliamentary Procedure and Parliamentary Procedure
- Public Speaking I and Public Speaking II
- Introduction to Technology Concepts and Technology Concepts

- Word Processing I and Word Processing II

Calculators may be used in all written events as appropriate; non-graphing calculators will be provided.

**Students are to bring their own No. 2 pencils with an eraser to the written tests.**

**Individual Events (written tests only).** Tests will be machine graded. Ties will be broken by comparing the performance of affected members on the last ten questions of the exam.

The Desktop Application Programming, Internet Application Programming, Digital Video Production, E-business, Electronic Career Portfolio, and Website Development entry forms and where applicable, the accompanying projects, are to be mailed to the designated place by the specified postmark date.

Individuals and/or teams are responsible for providing their own equipment for appropriate events.

### **SCHOOL-SITE TESTING:**

The objective test portion of the Word Processing I, Word Processing II, Computer Applications, Database Design and Application, Spreadsheet Applications, Desktop Publishing, Parliamentary Procedure, Entrepreneurship, Network Design, and Future Business Leader events will now be taken online. Instructions for administering these online tests will be sent to chapters prior to the conference. These tests are to be administered by someone at your school site other than the adviser. The designated school-site test administrator will be sent the testing information. Advisers may help with equipment set-up for the skills portion of any tests, but may not be present in the testing room; and advisers are not to see any of the tests. All tests must be completed in one sitting. For example, a two-hour test cannot be started from 8 to 9 a.m. and then finished from 2 to 3 p.m.

The Entrepreneurship, Desktop Publishing, and Network Design written tests will be taken online in the home school and completed **cooperatively** by all team members with only **one answer sheet per team**.

**Computer Applications** skills portion will be administered in the home school. Two hours will be allowed for the skills portion. **Desktop Publishing** skills portion will be administered in the home school. The team, consisting of two members, will work cooperatively to complete the problem. Two hours will be allowed for the skills portion. **Accounting II, Database Design & Application, Spreadsheet Applications, Word Processing I, and Word Processing II** skills portion will be administered in the home school. One hour will be allowed for the skills portion.

The skills tests given in the home schools are to be mailed by the school-site test administrator to the designated place by the specified postmark date. *This procedure is for North Dakota only.*

### **STATE OFFICER CANDIDATES:**

Your chapter may have **two** state officer candidates (including the regional vice president). However, you may have any number of students apply for the state parliamentarian position. Any student wishing to be considered for state parliamentarian must be a junior (or lower grade) in high school, complete an application, and take the Introduction to Parliamentary Procedure written test. The chapter does not have to enter a Parliamentary Procedure team. The student scoring the highest, who has completed an application form and who has gone through the interview process will be selected as state parliamentarian. All necessary information and forms needed to apply can be found in the State Officer Candidate Guide, which is part of this publication.

### **NATIONAL OFFICER CANDIDATES:**

Any member wishing to be considered as a national FBLA officer candidate must submit the application materials required and campaign at the SLC to receive support from the North Dakota state chapter. Guidelines and forms can be found in the State Officer Candidate Guide, which is part of this publication.

**MEMBERSHIP:**

Be certain all students attending the FBLA State Leadership Conference have joined both the state and national FBLA chapters. Dues--\$10 (\$4 state and \$6 national) must be paid to the national membership address by **February 2** in order for the student to attend. Membership will be checked with registration. Name tags will be checked at all events.

# FBLA CALENDAR FOR 2009 STATE LEADERSHIP CONFERENCE

## “Get The Edge”

State Office Address (Bismarck)	State and Nat'l Dues Address—(\$10)	SLC Registration Fee Address—(\$45)
Kelly Scholl, FBLA Director Dept. of Career & Tech. Educ. 600 East Boulevard, Dept. 270 Bismarck, ND 58505-0610 Phone: 701-328-2286 Fax: 701-328-1255 <a href="mailto:kscholl@nd.gov">kscholl@nd.gov</a>	<a href="http://www.fbla-pbl.org">www.fbla-pbl.org</a>  <b>ONE CHECK</b> is sent to the National Office.	Joel Janke FBLA Fiscal Agent P.O. Box 6022 Bismarck, ND 58506- 6022 Phone: 701-224-8390 <a href="mailto:icianke@btinet.net">icianke@btinet.net</a>

**All due dates are postmark dates (unless otherwise indicated).**

- Dec. 1, 2008** Postmark deadline for submitting North Dakota FBLA Bylaw Amendments (**sent to Bismarck**)
- Feb. 2, 2009** ☐ Last day to pay state and national dues. ***Dues of \$10 must be postmarked directly to national office in order to participate in State Leadership Conference.***
- Postmark deadline for (**sent to Bismarck**):
- ☐ Businessperson of Year and Honorary Membership nominations
  - ☐ State officer candidate applications
  - ☐ State parliamentarian applications
  - ☐ National officer candidate applications
  - ☐ Who's Who in FBLA/Chapter President Form
- February 9** Postmark deadline for:
- ☐ North Dakota Go for Gold/Silver (**sent to Bismarck**)
  - ☐ Membership Achievement and Market Share Award forms (**sent to Bismarck**)
  - ☐ Membership Madness/Mania and Adopt-A-Chapter forms (**sent to Bismarck**)
  - ☐ Pre-conference home school test orders (**sent to Bismarck**)
  - ☐ Special Needs Assistance Request form (**sent to Bismarck**)
  - ☐ Hotel reservations; **mail directly to hotel**
  - ☐ Chapter Hotel form (**sent to Bismarck**)
  - ☐ American Enterprise Project, Community Service Project, Partnership with Business Project, and Business Plan written reports (**sent to Bismarck**)
- February 23** Postmark deadline for:
- ☐ Registration fee for State Leadership Conference (**sent to fiscal agent**)
  - ☐ Online conference and competitive event registration
  - ☐ Chaperone Name Tag Form (**sent to Bismarck**)
- March 1** Postmark deadline for:
- ☐ Business Achievement Awards Program verification —**Must be done online. State office will check national database to verify.**
- March 2** Postmarked deadline for:
- ☐ Business Financial Planning Project (**3 copies sent to Dorothy Lick in Bismarck**)
  - ☐ All other written projects and scrapbooks (**sent to Bismarck**)
  - ☐ Job Interview and Future Business Leader materials (**sent to Bismarck**)
  - ☐ Web Site Development, E-business, Digital Video Production, Desktop Application Programming, Electronic Career Portfolio and Internet Application Programming Forms/materials (**sent to Bismarck**)
  - ☐ Completed pre-conference tests (**sent to Bismarck**)
- March 29 – 31** **State Leadership Conference, Minot Municipal Auditorium**  
***Bring along Code of Conduct forms (must be turned in at registration) and Medical Liability/Parent Permission slips (to be kept with adviser)***
- April 13** Deadline to notify Travel World of Crosby of intent to compete at National Leadership Conference
- June 23-25** Institute for Leaders, Anaheim, CA
- June 25-28** National Leadership Conference, Anaheim, CA

Travel World of Crosby address:  
 Steve & Ardis Joraanstad  
 Travel World of Crosby  
 PO Box 124  
 Crosby, ND 58730-0124  
 1-800-965-6232  
[travlwld@nccray.com](mailto:travlwld@nccray.com)



## **REGISTRATION PROCEDURES**

1. *All students attending must be in grades 7-12 and must have paid North Dakota FBLA dues of \$4 and national FBLA dues of \$6 by the established deadline.*
2. *Each member participating must be registered in his/her own name for the conference.*
3. *"Registration" means all forms completed and **monies paid**. If registration fees are not paid by the start of the conference, members will not be allowed to compete.*

### **Advance Registration Policies/Deadline**

1. *Only students registered to compete by the established date may participate. Late registration for competition will not be accepted. Only cancellations will be accepted at the conference.*
2. *Fees will be refunded in full if requested in writing or phone **two weeks** prior to the conference.*
3. *In case of inclement weather, the SLC may be postponed or modified as determined by the North Dakota FBLA Executive Committee. It is imperative that we have the home phone of two different people from each FBLA chapter to contact if this occurs. **Partial refunds only**, may possibly be given if the SLC is cancelled completely. The exact amount of the refund will be determined and refunded to each chapter within a month of the conference. Several large expenses such as multi-media, speakers, auditorium rental, etc., are non-refundable. In most instances, the SLC will be held for those who can attend.*

## PROCEDURAL GUIDELINES FOR ADVISERS IN ADMINISTRATING CONDUCT OF FBLA MEMBERS ATTENDING STATE LEADERSHIP CONFERENCES

Conduct of students attending FBLA state leadership conferences or workshops is primarily the responsibility of the **local** chapter adviser and the **local** school. Local chapters should bring sufficient chaperones. It is suggested that one chaperone supervise no more than ten students. Each chaperone should set up specific procedures and regulations for their own chapter members to follow so that members' whereabouts are always known.

It is suggested that each chapter arrange to hold meetings or caucuses at various times to decide what candidates they are going to vote for or where they are going to eat breakfast, lunch, etc. This will also give you an opportunity to physically see each student.

It is **required** that local chapter advisers physically check on **each** student before retiring. This is the only way to be certain of the physical condition of each student. Don't just phone the room and have one student tell you all students registered for this room are in the room and are in good condition. Students may possibly be under the influence of alcohol or drugs or have left the motel or are in some other person's room.

The official Code of Conduct form must be signed by each member and their parent/guardian in order to attend the state conference, even if the member is 18 years old. **One signed copy must be turned in at registration**, and the adviser should also keep a copy.

### **Students must adhere to the North Dakota Dress Code.**

It is required that each member and their parent/guardian sign and return to the local chapter adviser a medical liability release and parental permission slip. This must be done before any student is registered for the conference. This includes students attending from the city where the conference is held. **Do not send the medical form to the state office**, but bring it with you to the conference.

## FORMS IN FORMS SECTION

# Tentative Agenda 42nd ANNUAL FBLA STATE LEADERSHIP CONFERENCE SCHEDULE

***“Get The Edge”***

**Minot Municipal Auditorium**

## **SUNDAY, March 29, 2009**

1:00-5:00	FBLA State Officers' Meeting and Rehearsal
4:00-6:30	Registration
6:00 – 7:00	State Parliamentary Test
6:00-8:00	American Enterprise Project, Community Service Project, Business Plan, and Partnership with Business Project Presentations
6:30-7:00	Event Resolution
7:15-7:45	Regional Parade of Chapters Rehearsal
8:00-9:30	Opening General Session
12:00 a.m.	Curfew (In your own room)

## **MONDAY, March 30, 2009**

7:45-8:15	Officer Candidate Interviews
7:45-8:15	Judges/Event Coordinators Breakfast Meeting
7:30-2:30	Written Test Sessions
8:00-3:00	Tours (Participants must be pre-registered)
8:30-11:30	Preliminary Performance Events
9:30-4:30	Workshops

11:30-1:00	<b>CAMPAIGN LUNCHEON</b> <i>(2009-2010 North Dakota FBLA State Officer Candidates will present their campaign speeches to advisers, guests, chapter voting delegates and chapter presidents only.)</i>
12:30	Posting of Preliminary Results for Final Competition
1:00-1:30	Judges and Event Coordinators Meeting
1:00-4:45	Visit Exhibitors
1:45 4:00	Final Round of Performance Events
2:00-3:00	Set Up Campaign Booths
3:30-4:30	Acalympics
3:30-4:45	Visit Campaign Booths
5:30	Chapter Fellowship Activities
8:45-9:30	2009-2010 State Officer Election
9:00-11:00	Reception for Advisers, Chaperones, and Guests
9:00-11:00	Dance
12:00 a.m.	Curfew (in your own room)

## **TUESDAY, March 31, 2009**

9:00-11:00	Awards of Excellence Program
11:15-12:15	Luncheon Meeting of Retiring and New FBLA State Officers and Their Advisers

# North Dakota FBLA Awards Program

## Mission Statement

The mission of the National Awards Program and the North Dakota Awards Program is to prepare students for successful careers in business through support for curriculum development and innovative assessment tools. To help meet that charge, this competitive events series has been developed for use in assessing students in the various knowledge, skills, and abilities that make up today's business education curriculum.

## Program Design and Purposes

The competitive events series exemplifies the range of activities and focus of FBLA-PBL, Inc. These events are based on projects developed from the goals of FBLA-PBL and the curricula of business education programs.

FBLA-PBL is committed to facilitating the transition of its members from their educational development into their career path. The competitive events program plays a central role in delivering on this commitment. The program allows members to demonstrate and validate their mastery of essential business concepts, skills, and knowledge. In addition, members participating in this program will:

- demonstrate their career competencies, business knowledge, and job-related skills;
- expand their leadership skills;
- demonstrate their competitive spirit; and
- receive recognition for their achievements.

The FBLA-PBL competitive events program is designed to correlate with nationally recognized business curriculum standards. For instance, members participating in competitive events demonstrate their mastery of the Foundation Skills and Competencies outlined by the SCANS Workplace Skills Standards. These include Foundation Skills of basic skills, thinking skills, and personal qualities. They also include the Competencies of resources, interpersonal skills, information skills, systems skills, and technology utilization skills.

Finally, the FBLA-PBL competitive events have been fully correlated against the Business Education Curriculum Standards published by the National Business Education Association. Each event's guideline pages indicate the specific NBEA standards(s) that the event addresses.

## General Information

North Dakota FBLA events are divided into three categories: individual, team, and chapter events.

- A member may participate in any number of chapter events.
- A member may compete in one or two events, which can be either team or individual. A member taking the Introduction to Parliamentary Procedure test only for consideration as state parliamentarian is not classified as an official participant entering an event and may compete in other events.
- A member may enter only one of the following events: Business Ethics, Business Presentation, Emerging Business Issues, Entrepreneurship, Future Business Leader, Impromptu Speaking, Job Interview, Network Design, Parliamentary Procedure, Public Speaking I, and Public Speaking II.

Several points deserve specific mention when preparing for event participation.

- Many textbook sources are utilized in the preparation of test questions for the various competitive events. Participants are urged to prepare by reviewing as many texts as possible. Terminology may vary from one publisher to another, and test questions may be from several sources.
- Reference manuals, textbooks, and other source materials, except for those listed in the guidelines, may not be taken into events.
- **Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.**

Event guidelines refer to postmark dates. This is the official date stamp placed by the U.S. Post Office and not a postage meter date.

Members whose dues are not postmarked to the FBLA national office by the designated deadline are not eligible to participate in state competitive events. Membership in FBLA is unified on local, state, and national levels and is not available separately.

## 2008-2009 North Dakota FBLA Competitive Events

EVENT TYPE	ENTRANTS ALLOWED	EVENT TITLE
Chapter	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	American Enterprise Project <i>(up to 3 members per presentation team)</i>
Chapter	1	Chapter Activities Scrapbook <i>(North Dakota only event)</i>
Chapter	1	Chapter Activities Scrapbook-Digital <i>(North Dakota only event)</i>
Chapter	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Community Service Project <i>(up to 3 members per presentation team)</i>
Chapter	1	Local Chapter Annual Business Report
Chapter	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Partnership with Business Project <i>(up to 3 members per presentation team)</i>
Chapter	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Project Awareness <i>(North Dakota only event)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Business Ethics* <i>(2 to 3 members per team)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Business Financial Planning <i>(2 to 3 members per team)</i> <i>(North Dakota only event)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Business Plan <i>(1 to 3 members per team)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Business Presentation* <i>(1 to 3 members per team)</i>
Team	3 (1-29) 4 (30-49) 5 (50-74) 6 (75+)	Desktop Publishing <i>(2 members per team)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Digital Video Production <i>(1 to 3 members per team)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	E-Business <i>(1 to 3 members per team)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Emerging Business Issues* <i>(2 to 3 members per team)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Entrepreneurship* <i>(2 to 3 members per team)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	FBLA Acalympics <i>(3 to 5 members per team)</i> <i>(North Dakota only event)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Network Design* <i>(2 to 3 members per team)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Parliamentary Procedure* <i>(4 to 5 members per team)</i>
Team	Unlimited	SMG Worldwide <i>(3 to 5 members per team)</i> <i>(North Dakota only event)</i>
Team	Unlimited	Virtual Business Challenge <i>(1 to 3 members per team)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Web Site Development <i>(1 to 3 members per team)</i>
Individual	Unlimited	Accounting I <i>(First-year Accounting students only)</i>
Individual	3 (1-29) 4 (30-49) 5 (50-74) 6 (75+)	Accounting II <i>(Second-year Accounting students only)</i>
Individual	Unlimited	Business Calculations
Individual	Unlimited	Business Communication
Individual	Unlimited	Business Law

EVENT TYPE	ENTRANTS ALLOWED	EVENT TITLE
Individual	Unlimited	Business Math (Grades 9-10 only)
Individual	Unlimited	Business Procedures
Individual	3 (1-29) 4 (30-49) 5 (50-74) 6 (75+)	Computer Applications
Individual	Unlimited	Computer Problem Solving
Individual	Unlimited	Cyber Security
Individual	3 (1-29) 4 (30-49) 5 (50-74) 6 (75+)	Database Design & Application
Individual	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Desktop Application Programming
Individual	Unlimited	Economics
Individual	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Electronic Career Portfolio
Individual	Unlimited	FBLA Principles and Procedures (Grades 9-10 only)
Individual	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Future Business Leader*
Individual	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Impromptu Speaking*
Individual	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Internet Application Programming
Individual	Unlimited	Introduction to Business (Grades 9-10 only)
Individual	Unlimited	Introduction to Business Communication (Grades 9-10 only)
Individual	Unlimited	Introduction to Parliamentary Procedure (Grades 9-10 only)
Individual	Unlimited	Introduction to Technology Concepts (Grades 9-10 only)
Individual	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Job Interview*
Individual	Unlimited	Marketing
Individual	Unlimited	Networking Concepts
Individual	Unlimited	Personal Finance
Individual	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Public Speaking I* (Grades 9-10 only)
Individual	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Public Speaking II*
Individual	Unlimited	Spelling and Proofreading Skills (Grades 9-10 only) (North Dakota only event)
Individual	Unlimited	Sports Management
Individual	3 (1-29) 4 (30-49) 5 (50-74) 6 (75+)	Spreadsheet Applications
Individual	Unlimited	Technology Concepts
Individual	3 (1-29) 4 (30-49) 5 (50-74) 6 (75+)	Word Processing I (Grades 9-10 only)
Individual	3 (1-29) 4 (30-49) 5 (50-74) 6 (75+)	Word Processing II
Recognition Award		Adopt-a-Chapter
Recognition Award		Adviser of the Year
Recognition Award		Adviser Length of Service Award
Recognition Award		Business Achievement Awards
Recognition Award		Businessperson of the Year
Recognition Award		Dorothy L. Travis Outstanding Chapter Award
Recognition Award		Go for North Dakota Gold/Silver
Recognition Award		Honorary membership in North Dakota FBLA

EVENT TYPE	ENTRANTS ALLOWED	EVENT TITLE
Recognition Award		Largest Local Chapter Membership
Recognition Award		Largest Percentage of Increase in Local Chapter Membership
Recognition Award		Local Chapter Who's Who
Recognition Award		Market Share Award
Recognition Award		Membership Achievement Award
Recognition Award		Membership Madness/Mania
Recognition Award		North Dakota Who's Who
Recognition Award		State Officer Who's Who

**\*Students may enter only one of the events marked with an asterisk.**



**List of Hotels and Rates  
2009 State Leadership Conference  
Minot, North Dakota**

Flat rates (excluding tax) **per room, per night** are as follows:

NAME	ADDRESS	PHONE/FAX	RATE
Grand International International Inn Express	1505 North Broadway Minot, ND 58702	701-852-3161 (Ph) 701-839-3771 (Fax)	\$59.00 SDTQ
Best Western Kelly Inn	1510 26 <sup>th</sup> Ave SW Minot, ND 58701	701-852-4300 (Ph) 701-838-1234 (Fax)	\$72.00 SDTQ
Comfort Inn	1515 22 <sup>nd</sup> Ave SW Minot, ND 58701	701-852-2201 (Ph) 701-852-9404 (Fax)	\$65.00 SDTQ
Holiday Inn Riverside	2200 Burdick Expressway East Minot, ND 58701	800-468-9968 701-852-2504 (Ph) 701-852-2630 (Fax)	\$61.00 SDTQ
The Vegas Motel	2315 North Broadway Minot, ND 58703	800-295-3895 701-839-3000 (Ph) 701-839-1254 (Fax)	\$55.99 SDTQ

***Rooms may be subject to 11% tax.***

**PLEASE NOTE: HOTEL RULES AND CURFEW TIMES TAKE  
PRECEDENCE OVER TIMES PUBLISHED IN  
FBLA PROGRAM.**



# FORMS





**FBLA Local and State Chapter Web Site Permission Form**  
North Dakota Department of Career and Technical Education  
SFN 53429 (7/02)

*The North Dakota FBLA Web Site is one of the primary modes of communication for our students, instructors, and others. We believe that stories and information about the people and events around the state will improve our site. On the other hand, we understand the global nature of the Internet and concerns people have for privacy. In order for us to alleviate any potential misunderstandings, we require that this form be filled out, signed, and submitted to our agency by any individual to whom reference is made or whose pictures are posted. If said person is a minor, a guardian signature is also required.*

- ☐ The \_\_\_\_\_ High School chapter of FBLA is authorized to publish the following on their Web Site (check all to which you agree).

-OR-

- ☐ The North Dakota State Chapter of FBLA is authorized to publish the following on their web site (check all to which you agree).

- ☐ Name  
☐ Email Address  
☐ Photo

Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Parent /Guardian: \_\_\_\_\_  
(if above individual is under 21 years of age)

Date: \_\_\_\_\_

**To be signed and retained by the local chapter**

**-OR-**

**send to the state FBLA office if photos are to be published on the FBLA web site.**

**Send to:**

**Gail Riedinger**  
**Dept. of Career and Technical Education**  
**600 E. Boulevard Ave., Dept. 270**  
**Bismarck, ND 58505-0610**  
**Fax: 701-328-1255**  
**[gmriedinger@nd.gov](mailto:gmriedinger@nd.gov)**



## Honorary Membership or Businessperson of the Year Nomination

North Dakota Department of Career and Technical Education

SFN 17801

**No pictures, be brief. State reasons on this form only.**

Name of Nominee	
Complete Mailing Address of Nominee	Telephone
E-mail Address of Nominee	
Nominated for: <input type="checkbox"/> Honorary Membership <input type="checkbox"/> Businessperson of the Year	
Statement of why the nominee should receive the award:	
Submitted by	
Chapter	
NOTE: You will be notified if candidate is selected. If you do not receive notification, the person <i>was not</i> selected as State Businessperson of the Year or Honorary Member. You may give this person an award from your chapter, if you wish.	

**Postmark, Email, or Fax this form by designated date to:**

**Gail Riedinger**

**Dept. of Career and Technical Education**

**600 E. Boulevard Ave., Dept. 270**

**Bismarck, ND 58505-0610**

**Fax: 701-328-1255**

[gmriedinger@nd.gov](mailto:gmriedinger@nd.gov)







**Medical Liability Release and Parental Permission Slip**  
North Dakota Department of Career and Technical Education  
SFN 17805 (8-01)

I, as parent or guardian, acting on behalf of my child/ward, do voluntarily authorize the persons indicated below, assistants, and/or designees to administer and/or obtain routine or emergency diagnostic procedures and/or routine or emergency medical treatment for the below-named person as deemed necessary in medical judgment.

I agree to indemnify and hold harmless these people and said medical services coordinator and/or his/her assistants and designees for any and all claims, demands, actions, right of action, and/or judgments by or on behalf of the below-named person arising from or on account of said procedures and/or treatment rendered in good faith and according to accepted medical standards.

Name of participant	School	
Name of parent/guardian	Person(s) authorized to seek medical treatment	
Signature of parent/guardian		Date

**MEDICAL INFORMATION**

**CONFIDENTIAL**

Known drug allergies	
History of heart condition, diabetes, asthma, epilepsy or rheumatic fever	
Last Tetanus administration received	Medications currently taking
Any physical restrictions	
Other conditions	
Name of hometown family physician and telephone number	
Parent/guardian's home telephone number	Parent/guardian's work telephone number

**PARENTAL PERMISSION**

As parent/guardian, I give permission for my child/ward to participate and accompany the local FBLA chapter to the conference.

Student name	Name of FBLA chapter
Driver name	Type of transportation
Student will return at	Parent/guardian signature

**This form is for your use. Bring it with you to the conference, but DO NOT SEND IT TO THE STATE OFFICE.**





## Who's Who in FBLA Award

North Dakota Department of Career and Technical Education  
SFN 17802

Every FBLA chapter should name one FBLA member to receive the Who's Who award. Every chapter has a winner. State FBLA officers are *not* to be local chapter winners. They receive the award automatically. This award should be given to the person most deserving for service to the local FBLA chapter, not necessarily the president, but the member who always is present, always willing to help, etc. If the adviser feels it is merited, chapters may have more than one Who's Who winner.

1	Name of Student Receiving Award (please print or type)
2	Name of Student Receiving Award (please print or type)
3	Name of Student Receiving Award (please print or type)

**NOTE: The Who's Who Award is usually given in a "Parade of Chapters" at the State Leadership Conference. The "Parade of Chapters" participants are the Local Chapter Who's Who winner, the chapter adviser, and the president of the chapter (or representative).**

Name of President or a Representative
Name of Adviser, Region, Chapter

### DO NOT LIST STATE OFFICERS

**Postmark, Email or Fax this form by designated date to:**

**Gail Riedinger**  
**Dept. of Career and Technical Education**  
**600 E. Boulevard Ave., Dept. 270**  
**Bismarck, ND 58505-0610**  
**Fax: 701-328-1255**  
**[gmriedinger@nd.gov](mailto:griedinger@nd.gov)**





## Go for North Dakota Gold Application

North Dakota Department of Career and Technical Education  
SFN 53430 (7/02)

School Name and City	Adviser's Signature
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**PLEASE MAKE SURE SUPPORTING DOCUMENTS ARE ATTACHED TO THIS FORM.**

**Gold Level**—complete the five required activities and seven of the optional activities. Gold level chapters will receive recognition and preferred seating during the Awards of Excellence Program at the State Leadership Conference.

**Silver Level**—complete four of the five required activities and five of the optional activities. Silver level chapters will receive recognition at the State Leadership Conference.

Check which level you are applying for: ☐ Gold Level ☐ Silver Level

**Five required for gold level -- Four required for silver level**

- ☐ Pay initial state and national dues of \$10 per member by October 20.
- ☐ Submit Local Chapter Annual Business Report for state competition.
- ☐ Submit Infoshare forms on three separate months, for publication on the North Dakota FBLA Web Site. Attach copies of forms submitted. (Form found in Forms section)
- ☐ Create a chapter website that is linked to the state website. Submit URL to state webmaster before February 1 so there is also a link on the state website. List URL here:

- ☐ Chapter attends Fall Leadership Conference.

**Optional (any seven for gold level, any five for silver level)**

- ☐ Submit article to FBLA-PBL national publications. Attach copy of article.
- ☐ Conduct a public relations program in the school and community and document the activities with newspaper clippings and reports of radio/TV coverage. Attach copies of documentation.
- ☐ Have a candidate run for state office.
- ☐ Qualify for the North Dakota Membership Achievement Award. (Form found in Forms section)
- ☐ Attend a national conference.
- ☐ Include a businessperson in your chapter activity. Attach a description of name, position, and activity.
- ☐ Include a school official/administrator in a chapter activity. Attach a description of name, position, and activity.
- ☐ Submit American Enterprise Project for state competition.
- ☐ Submit Business Financial Planning Project for state competition.
- ☐ Submit Business Plan Project for state competition.
- ☐ Submit Community Service Project for state competition.
- ☐ Submit Project Awareness for state competition.
- ☐ Submit Partnership with Business Project for state competition.
- ☐ Obtain a corporate sponsorship. Attach a copy of sponsorship form. (Form found in Forms section)
- ☐ Conduct a job shadowing activity for chapter members. Attach a short description of activity.
- ☐ Recruit at least two professional members. Attach copies of application forms. (Form found in national Chapter Management Handbook)
- ☐ Adopt-a-Chapter. Attach copy of verification form. (Form found in Forms section)
- ☐ At least one chapter member completes Membership Madness or Membership Mania. Attach copy of verification form(s). (Form found in Forms section)
- ☐ At least three members complete one or more levels of the national Business Achievement Awards Program. Attach copies of verification forms. (Forms found online at [www.fbla-pbl.org](http://www.fbla-pbl.org))
- ☐ Chapter participates in three Professional Dress Days. (Attach copies of verification forms – found in Forms section)
- ☐ Hold a March of Dimes fundraiser. Attach a description of activity and copy of check sent to the March of Dimes.

**Postmark form, along with supporting documents, by designated date to:**

**Gail Riedinger**

**Dept. of Career and Technical Education**

**600 E. Boulevard Ave., Dept. 270**

**Bismarck, ND 58505-0610**

**Fax: 701-328-1255**

**[gmriedinger@nd.gov](mailto:gmriedinger@nd.gov)**





## Adopt-a-Chapter Verification Form

North Dakota Department of Career and Technical Education  
SFN 53867

Chapter \_\_\_\_\_

This form verifies that members of the \_\_\_\_\_ High School chapter of FBLA have adopted \_\_\_\_\_ High School in order to charter/reactivate the school into FBLA membership. This form verifies that all **Terms of Adoption** were fulfilled and the adopted school has chartered or reactivated with a minimum of five members by mailing dues to the national FBLA office. The chapter adviser and president of both the established chapter and the adopted chapter must sign this form.

***Please provide the following information:***

Date adopted chapter was first contacted \_\_\_\_\_

Date chapter installation ceremony was performed (**mandatory**) \_\_\_\_\_

Dates and types of activities conducted to assist adopted school:

Date	Type of Activity

\_\_\_\_\_  
President/established chapter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adviser/established chapter

\_\_\_\_\_  
President/adopted chapter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adviser/adopted chapter

***Postmark, Email, or Fax this form by designated date to:***

***Gail Riedinger  
Career and Technical Education  
600 E. Boulevard Ave., Dept. 270  
Bismarck, ND 58505-0610  
Fax: 701-328-1255  
[gmriedinger@nd.gov](mailto:gmriedinger@nd.gov)***







## Corporate Sponsorship Form

North Dakota Department of Career and Technical Education  
SFN 53868

Name of Company Representative:		Name of Business:	
Address:		City, State:	ZIP:
Phone:		Fax:	
E-mail Address:			
Name of Competitive Event Sponsored:		Amount:	
1 <sup>st</sup> Choice:		\$	
2 <sup>nd</sup> Choice:		Make check payable to North Dakota FBLA	

Will a representative of this business be present at the State Leadership Conference to present the award?

☐ Yes ☐ No

If yes, please list name: \_\_\_\_\_

Each business will be identified as an event sponsor in the program booklet and acknowledged during the general awards session. (Please email a jpeg logo to [gmriedinger@nd.gov](mailto:gmriedinger@nd.gov))

Signatures:

Representative of Business:	Date:
North Dakota FBLA Representative:	Date:

**Postmark, along with check, by designated date to:**

**Gail Riedinger**  
**Career and Technical Education**  
**600 E. Boulevard Ave., Dept. 270**  
**Bismarck, ND 58505-0610**  
**Fax: 701-328-1255**  
**[gmriedinger@nd.gov](mailto:gmriedinger@nd.gov)**





## Infoshare Form

Please complete this form, then **send** or **email** it to the person indicated below. This form must be postmarked by the 5<sup>th</sup> of each month (example: September news must be postmarked by October 5).

**NOTE: To use the Infoshare Form as qualification for “Go For the Gold” recognition, you must submit entries on three separate months, rather than submitting three items on the same form.**

**Send to:**

Your Regional Vice President

Region I: [samantha.bye@sendit.nodak.edu](mailto:samantha.bye@sendit.nodak.edu)

Region II: [zack.flaten@sendit.nodak.edu](mailto:zack.flaten@sendit.nodak.edu)

Region III: [logan.caldwell@sendit.nodak.edu](mailto:logan.caldwell@sendit.nodak.edu)

Region IV: [ryan.capouch@sendit.nodak.edu](mailto:ryan.capouch@sendit.nodak.edu)

**Received from:**

Name \_\_\_\_\_

FBLA Office \_\_\_\_\_

School \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Email Address \_\_\_\_\_

**Type of Activity:**

- |  |   |
|--|---|
| <input type="checkbox"/> Support of FBLA State and/or National Projects            |   |
| <input type="checkbox"/> Recognition for FBLA Competitive Events and/or Activities |   |
| <input type="checkbox"/> Membership Recruitment                                    | <input type="checkbox"/> Service to School or Community |
| <input type="checkbox"/> Leadership Development Activities                         | <input type="checkbox"/> Fundraiser                     |
| <input type="checkbox"/> Participation at Conferences                              | <input type="checkbox"/> Other (please specify)         |

**Description of Activity:**

**Type of Activity:**

- |  |   |
|--|---|
| <input type="checkbox"/> Support of FBLA State and/or National Projects            |   |
| <input type="checkbox"/> Recognition for FBLA Competitive Events and/or Activities |   |
| <input type="checkbox"/> Membership Recruitment                                    | <input type="checkbox"/> Service to School or Community |
| <input type="checkbox"/> Leadership Development Activities                         | <input type="checkbox"/> Fundraiser                     |
| <input type="checkbox"/> Participation at Conferences                              | <input type="checkbox"/> Other (please specify)         |

**Description of Activity:**

**Type of Activity:**

- |  |   |
|--|---|
| <input type="checkbox"/> Support of FBLA State and/or National Projects            |   |
| <input type="checkbox"/> Recognition for FBLA Competitive Events and/or Activities |   |
| <input type="checkbox"/> Membership Recruitment                                    | <input type="checkbox"/> Service to School or Community |
| <input type="checkbox"/> Leadership Development Activities                         | <input type="checkbox"/> Fundraiser                     |
| <input type="checkbox"/> Participation at Conferences                              | <input type="checkbox"/> Other (please specify)         |

**Description of Activity:**





**Membership Madness Form**  
SFN 53870

Member's Name: \_\_\_\_\_ Chapter #: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Adviser's Name: \_\_\_\_\_ School Phone: \_\_\_\_\_

Adviser's E-mail: \_\_\_\_\_

Recruited five new members: (List names of new members in the blanks below)

1. Name: \_\_\_\_\_

2. Name: \_\_\_\_\_

3. Name: \_\_\_\_\_

4. Name: \_\_\_\_\_

5. Name: \_\_\_\_\_

Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adviser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If additional members were recruited, please attach list and send to:

**Gail Riedinger**  
**Career and Technical Education**  
**600 E. Boulevard Ave., Dept. 270**  
**Bismarck, ND 58505-0610**  
**Fax: 701-328-1255**  
**[gmriedinger@nd.gov](mailto:gmriedinger@nd.gov)**





## Membership Mania Form

North Dakota Department of Career and Technical Education  
SFN 53871

Member's Name: \_\_\_\_\_ Chapter #: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Adviser's Name: \_\_\_\_\_ School Phone: \_\_\_\_\_

Adviser's E-mail: \_\_\_\_\_

Recruited ten new members: (List names of new members in the blanks below)

1. Name: \_\_\_\_\_

2. Name: \_\_\_\_\_

3. Name: \_\_\_\_\_

4. Name: \_\_\_\_\_

5. Name: \_\_\_\_\_

6. Name: \_\_\_\_\_

7. Name: \_\_\_\_\_

8. Name: \_\_\_\_\_

9. Name: \_\_\_\_\_

10. Name: \_\_\_\_\_

Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adviser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If additional members were recruited, please attach list and send to:

**Gail Riedinger**  
**Career and Technical Education**  
**600 E. Boulevard Ave., Dept. 270**  
**Bismarck, ND 58505-0610**  
**Fax: 701-328-1255**  
**[gmriedinger@nd.gov](mailto:griedinger@nd.gov)**







## Professional Dress Day Verification Form

SFN 53872 (7/02)

Professional Dress Day is designed to teach members about professional business attire, as defined by the FBLA Dress Code. Chapters who have a majority (51%) of their members wear professional dress to school in three separate months prior to the submission deadline, can use this activity to qualify for Go for the Gold or Silver.

School Name and City:

Please fill out the information below. Professional Dress Day must be verified by the chapter adviser.

Percentage of Members in Professional Attire:	Date:
Percentage of Members in Professional Attire:	Date:
Percentage of Members in Professional Attire:	Date:

Signature of Chapter President:	Signature of Chapter Adviser:
---------------------------------	-------------------------------

**Postmark, Email, or Fax this form by designated date to:**

**Gail Riedinger**  
**Dept. of Career and Technical Education**  
**600 E. Boulevard Ave., Dept. 270**  
**Bismarck, ND 58505-0610**  
**Fax: 701-328-1255**  
**[gmriedinger@nd.gov](mailto:gmriedinger@nd.gov)**





## FBLA Pre-conference Test Request

North Dakota Department of Career and Technical Education  
SFN 51401 (11/00)

<b>School:</b>	<b>Adviser:</b>
<b>Phone with best time to call:</b>	<b>Fax:</b>
<b>Pre-conference test administrator:</b> (May <b>not</b> be an adviser. You may have more than one test administrator, but all tests will be sent to only one person.)	<b>Mailing address of test administrator:</b>

**\*\*\*All students must pay registration fee and be present at State Leadership Conference to participate in these events.\*\*\***

**\*\*\*All competitors in the same event must take the test on the same day and time.\*\*\***

**MEMBERS REGISTERED FOR THE FOLLOWING EVENTS MUST BE PRESENT AT THE CONFERENCE IN ORDER TO COMPETE IN THE EVENTS.**

Event	Names of Competitors (For team events, place names of all team members on same line.)
Accounting II <i>Individual Event</i> 3 (1-29), 4 (30-49), 5 (50-74), 6 (75+)	1.
	2.
	3.
	4.
	5.
	6.
Future Business Leader <i>Individual event</i> 1 (1-29), 2 (30-49), 3 (50-74), 4 (75+)	1.
	2.
	3.
	4.
Entrepreneurship <i>Teams consisting of 2 or 3 members</i> <i>Team tests cooperatively</i> 1 (1-29), 2 (30-49), 3 (50-74), 4 (75+)	1.
	2.
	3.
	4.
Network Design <i>Teams consisting of 2 or 3 members</i> <i>Team tests cooperatively</i> 1 (1-29), 2 (30-49), 3 (50-74), 4 (75+)	1.
	2.
	3.
	4.
Parliamentary Procedure <i>Teams consisting of 4 or 5 members</i> <i>Team takes tests individually</i> 1 (1-29), 2 (30-49), 3 (50-74), 4 (75+)	1.
	2.
	3.
	4.
Computer Applications <i>Individual event</i> 3 (1-29), 4 (30-49), 5 (50-74), 6 (75+)	1.
	2.
	3.
	4.
	5.
	6.

Continued on next page

Event	Names of Competitors (For team events, place names of all team members on same line.)
Database Design & Applications <i>Individual Event</i> 3 (1-29), 4 (30-49), 5 (50-74), 6 (75+)	1.
	2.
	3.
	4.
	5.
	6.
Desktop Publishing <i>Teams of 2 members</i> <i>Team tests cooperatively</i> 3 (1-29), 4 (30-49), 5 (50-74), 6 (75+)	1.
	2.
	3.
	4.
	5.
	6.
Spreadsheet Applications <i>Individual Event</i> 3 (1-29), 4 (30-49), 5 (50-74), 6 (75+)	1.
	2.
	3.
	4.
	5.
	6.
Word Processing I <i>Individual event</i> 3 (1-29), 4 (30-49), 5 (50-74), 6 (75+)	1.
	2.
	3.
	4.
	5.
	6.
Word Processing II <i>Individual event</i> 3 (1-29), 4 (30-49), 5 (50-74), 6 (75+)	1.
	2.
	3.
	4.
	5.
	6.

**Postmark, Email, or Fax this form by designated date to:**

**Gail Riedinger**  
**Dept. of Career and Technical Education**  
**600 E. Boulevard Ave., Dept. 270**  
**Bismarck, ND 58505-0610**  
**Fax: 701-328-1255**  
[gmriedinger@nd.gov](mailto:gmriedinger@nd.gov)



## Market Share Award Application

North Dakota Department of Career and Technical Education  
SFN 53431 (7/02)

School Name and City:

Please fill out the information below. Chapter membership will be verified using National FBLA membership records.

Number of Members in Chapter:

School Enrollment:

Percentage of Population:

(To calculate percentage of population, divide your chapter membership by the total school enrollment.)

Signature of Chapter President:

Signature of Chapter Adviser:

**Postmark, Email, or Fax this form by designated date to:**

**Gail Riedinger**  
**Dept. of Career and Technical Education**  
**600 E. Boulevard Ave., Dept. 270**  
**Bismarck, ND 58505-0610**  
**Fax: 701-328-1255**  
**[gmriedinger@nd.gov](mailto:gmriedinger@nd.gov)**





## Membership Achievement Award Application

North Dakota Department of Career and Technical Education  
SFN 51402 (8/01)

School Name and City

To receive the North Dakota Membership Achievement Award, check the appropriate category for which your chapter qualifies.

<input type="checkbox"/>	Maintained 2008-09 membership from 2007-08 Number of 2007-08 paid memberships:
<input type="checkbox"/>	Increased 2008-09 membership Number of 2007-08 paid memberships: Number of 2008-09 paid memberships:

Signature of Chapter President

Signature of Chapter Adviser

**Postmark, Email, or Fax this form by designated date to:**

**Gail Riedinger**  
**Dept. of Career and Technical Education**  
**600 E. Boulevard Ave., Dept. 270**  
**Bismarck, ND 58505-0610**  
**Fax: 701-328-1255**  
**[gmriedinger@nd.gov](mailto:gmriedinger@nd.gov)**







## Special Needs Assistance Request

North Dakota Department of Career and Technical Education  
SFN 17809 (11/99)

The following student(s) or adviser request special assistance or accommodations at the State Leadership Conference.

Name and type of assistance required:

Name and type of assistance required:

Name and type of assistance required:

Describe how you believe we could best assist student or adviser with special needs. (Example: provide room on ground level.)

Chapter

Adviser

***Postmark, Email, or Fax this form by designated date to:***

***Gail Riedinger  
Dept. of Career and Technical Education  
600 E. Boulevard Ave., Dept. 270  
Bismarck, ND 58505-0610  
Fax: 701-328-1255  
gmriedinger@nd.gov***





## Hotel Reservation FBLA State Leadership Conference

North Dakota Department of Career and Technical Education  
SFN 17806 (08/01)

Hotel	Conference Dates <b>March 29 – 31, 2009</b>	Mail No Later Than <b>February 9, 2009</b>
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1. A block of rooms has been reserved at several hotels in Bismarck. See List of Hotels and Rates for this information. **Mail this form directly to the hotel of your choice. No reservation will be made for the conference without this form. Any changes must be made with the hotel.**
2. Money for the hotel rooms must be paid by the adviser upon checkout with *one check for the entire amount payable to the hotel.*
3. Advisers must be responsible for all students and are expected to be in the hotel overnight.
4. Type entire form.

Name of School	Adviser Responsible
Total number of rooms to reserve	Dates rooms should be reserved <input type="checkbox"/> <b>March 29-31, 2009</b> <input type="checkbox"/> <b>March 29, 2009 ONLY</b>

NAME		TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room A	1.	<input type="checkbox"/> Single	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	2.	<input type="checkbox"/> Double		
	3.	<input type="checkbox"/> Triple		
	4.	<input type="checkbox"/> Quad		

NAME		TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room B	1.	<input type="checkbox"/> Single	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	2.	<input type="checkbox"/> Double		
	3.	<input type="checkbox"/> Triple		
	4.	<input type="checkbox"/> Quad		

### SEND CONFIRMATION TO:

Name		Phone
Address		Fax
City	State	Zip

Continued  
on next  
page

**DUPLICATE THIS FORM IF ADDITIONAL SPACE IS NEEDED.**

NAME		TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room C	1.	<input type="checkbox"/> Single	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	2.	<input type="checkbox"/> Double		
	3.	<input type="checkbox"/> Triple		
	4.	<input type="checkbox"/> Quad		

NAME		TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room D	1.	<input type="checkbox"/> Single	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	2.	<input type="checkbox"/> Double		
	3.	<input type="checkbox"/> Triple		
	4.	<input type="checkbox"/> Quad		

NAME		TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room E	1.	<input type="checkbox"/> Single	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	2.	<input type="checkbox"/> Double		
	3.	<input type="checkbox"/> Triple		
	4.	<input type="checkbox"/> Quad		

NAME		TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room F	1.	<input type="checkbox"/> Single	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	2.	<input type="checkbox"/> Double		
	3.	<input type="checkbox"/> Triple		
	4.	<input type="checkbox"/> Quad		

NAME		TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room G	1.	<input type="checkbox"/> Single	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	2.	<input type="checkbox"/> Double		
	3.	<input type="checkbox"/> Triple		
	4.	<input type="checkbox"/> Quad		



## FBLA State Leadership Conference Chapter Hotel Reservation

North Dakota Department of Career and Technical Education

SFN 53435 (7/02)

### EMAIL OR FAX TO:

Name	Phone	Fax
Gail Riedinger	701-328-3174	701-328-1255
Email	Date Sent	
<a href="mailto:gmriedinger@nd.gov">gmriedinger@nd.gov</a>		

### MESSAGE:

<p>Hotel at which our chapter is staying:</p> <p>Number of members plus advisers staying here:</p> <p>Total number of rooms reserved at this hotel:</p>
---

### FAX FROM:

Adviser's Name
School, City





## North Dakota FBLA Code of Conduct

SFN 53432 (7/02)

Student Name (print/type) \_\_\_\_\_

School (print/type) \_\_\_\_\_

☐ Fall Leadership Conference

☐ State Leadership Conference

☐ National Leadership Conference

**Advisers: Have each delegate sign a copy. Signed copies must be turned in at registration.**

### ***FBLA-PBL Code of Conduct***

FBLA-PBL members have an excellent reputation. Your conduct at every FBLA-PBL function should make a positive contribution to extending that reputation. Listed here are rules of conduct for the FBLA Leadership Conferences. All delegates will be expected to:

1. Behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, other delegates, advisers, or upon FBLA-PBL.
2. Obey all local, state, and federal laws.
3. Avoid conduct not conducive to an educational conference. Such conduct includes, but is not limited to, actions disrupting the businesslike atmosphere, association with non-conference individuals, or activities that endanger self or others (running in the General Sessions, standing on chairs, using laser points during workshops, bodysurfing at dances, etc.)
4. Keep their advisers informed of their activities and whereabouts ***at all times***. Accidents, injuries, and illnesses must be reported to the local or state advisers immediately.
5. Observe the curfews as listed in the conference program. Local and state advisers as well as security personnel will enforce curfews. Curfew is defined as being in your own assigned room by the designated hour.
6. Avoid alcoholic beverages and controlled or illegal substances of any form. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the delegate to criminal prosecution.
7. Act as guests of the hotel and conference center. Delegates must obey the rules of these facilities. The facilities have the right to ask a delegate or delegates to leave. ***Do not throw anything*** out of windows or over balconies. Do not run down hallways. Noise should be kept at a reasonable volume, especially in the hotels. Remember there are other guests in the hotels who have rights as well. Trash (this includes pizza boxes, bottles, cans, etc.) must be placed in the proper receptacles and not left on guest room or meeting room floors. Individuals or chapters responsible for damages to any property or furnishings will be responsible for its repair or replacement.

Local advisers are responsible for the supervision of delegate conduct.

### **Disregarding or Violating the Code of Conduct**

Delegates who disregard or violate this code will be subject to disciplinary action, including, but not limited to, forfeiture of privileges to attend further events, confinement to your hotel room, dismissal from the conference, and being sent home at your own expense. Parents and/or guardians will be notified and FBLA-PBL reserves the right to notify law enforcement.

I agree to abide by the Code of Conduct and the Dress Code.

Signed: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### ***FBLA-PBL Dress Code***

FBLA-PBL members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate attire is required for all attendees - advisers, members, and guests - at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

Professional attire acceptable for official FBLA-PBL activities include:

#### **Males**

- Business suit with collared shirt and necktie
- Sport coat, dress slacks, collared shirt, and necktie
- Dress slacks, collared shirt, and necktie
- Business suit or sport coat with dress slacks and banded collar shirt
- Sweater or sweater vest, collared shirt with necktie, and dress slacks
- Dress socks and dress shoes
- Dress socks and dress Doc Marten style shoes (Not sandals, boots, or other shoes with heavy soles)

#### **Females**

- Business suit with blouse or sweater, sleeveless suit is appropriate
- Business pantsuit with blouse or sweater
- Skirt or dress slacks with buttoned-up blouse or sweater
- Business dress
- Capris or gauchos with coordinating jacket/suit, worn below the knee, with nylons.
- Nylons when wearing skirts and dresses
- Dress shoes (closed or open toe)

#### **Inappropriate attire, for both men and women, includes:**

- Jewelry in visible body piercing, other than ears
- Hair dyed an unnatural color
- Cargo pocket or zip-off pants
- Jean-style khaki pants, capris, or skirt, or other pants or skirts with pockets sewn on the outside
- Denim, canvas, flannel, or chambray fabric
- Backless, see-through, tight-fitting, spaghetti strapped, strapless, or low-cut blouses/tops/dresses
- Dress t-shirts (Sweaters and blouses are only appropriate)
- Clothing that shows any midriff skin
- Skirts shorter than 2 inches above the knee
- T-shirts, spandex, tank tops, or bathing suits
- Blouses that are not buttoned appropriately
- Casual shoes – no sandals, athletic shoes, work shoes, hiking boots, over-the-knee-boots, flip-flop/thong sandals of any kind, or bare feet
- Athletic wear--including sneakers
- Hats
- Bolo ties
- Visible foundation garments

***CLARIFICATION: Many women's two-piece suits are currently designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes and sleeveless dresses/suits are accepted***







## Application for Employment Equal Opportunity Employer

Name (Last Name First)

Present Address

City

State

Zip

Permanent Address

City

State

Zip

Phone No.  
( )

Email

### Employment Desired

Position

Date You Can Start

Salary Desired

Are You Employed? ☐ Yes ☐ No

May We Contact Your Present Employer? ☐ Yes ☐ No

### Education

Name & Location of School	Years Attended	Date of Graduation	Major
High School			
Postsecondary School			
Trade, Technical School			
Other			

### Employment (list most current first)

Date Month and Year	Name and Address	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

**List Computer Hardware and Software Skills:**

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---

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---

---

**Keyboarding Speed:**

**List Other Machines With Which You Are Proficient:**

---

---

---

**References: LIST BELOW THREE BUSINESS REFERENCES**

NAME	ADDRESS	PERSONAL OR BUSINESS

**Authorization**

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed; falsified statements on this application shall be grounds for dismissal.

DATE\_\_\_\_\_ SIGNATURE\_\_\_\_\_



## Digital Video Production and Electronic Career Portfolio

The presentation must be clearly labeled with the name of the event, state, participants' name(s), and school.

Chapter Name		
Adviser Name		
Adviser Email Address		Phone Number
Team Member Names		

Presentation on:

- ☐ DVD
- ☐ CD

Event Entering:

- ☐ Digital Video Production
- ☐ Electronic Career Portfolio

*We, the undersigned, attest that the design and creation of this multimedia presentation is the original work of the team members. We agree that this presentation may be linked, promoted, and used in any way by national FBLA-PBL, Inc. for purposes of promoting the association.*

Adviser's Signature	Team Member Signature
Team Member Signature	Team Member Signature

***Postmark this form and presentation by deadline date and send to person indicated.***





## Programming Events Entry Form

The program must be clearly labeled with the name of the competitor, the name of the school, and the state.

Competitor Name	
Chapter Name	
School Name	
Adviser E-Mail Address	Phone Number

Program submitted on:

- ☐ DVD
- ☐ CD

Programming event entering:

- ☐ Desktop Application Programming
- ☐ Internet Application Programming

*We, the undersigned, attest that the creation of this program is the original work of the FBLA member. We agree that this program may be utilized and promoted in any way by national FBLA-PBL, Inc. for purposes of promoting the association.*

Adviser's Signature	Competitor's Signature
---------------------	------------------------

***Postmark this form and program by deadline date and send to person indicated.***





## Web Site Development and E-business Event Entry Form

Chapter Name		
Web Site URL Address		
Adviser Name		
Adviser Email Address		Phone Number
Team Member Names		

Event Entering:

- ☐ Web Site Development  
☐ E-business

*We, the undersigned, attest that the design, creation, and implementation of this web site is the original work of the team members. We agree that this web site may be linked, promoted, and used in any way by national FBLA-PBL, Inc. for purposes of promoting the association.*

Adviser's Signature	Team Member Signature
Team Member Signature	Team Member Signature

***Postmark this form by deadline date and send to person indicated.***





**STATE  
OFFICER  
CANDIDATE  
GUIDE**



Dear Prospective State Officer Candidate:

Congratulations! You have taken the first step toward running for a state office.

This guide provides you with essential information and steps that you need to know to become a state officer. The experience can be challenging and exciting, but it will not be easy. To put you in the arena with other state officer candidates, you will need determination, commitment, preparation, and effort.

Once in that arena, the next challenge is to get elected. You will have to persuade the voting delegates at the State Leadership Conference (SLC) that you are the one for the job!

Preparing, campaigning, speaking—all come together to form a learning experience you will use for the rest of your life. The experience itself is invaluable, even if you are not elected. Every candidate is a winner!

You cannot become a state officer candidate alone. You need the support and encouragement of many people.

- Your parents and school administrator need to be informed and support your effort.
- Your local adviser will need to approve and sign your application for state office and serve as your coach and guide through the entire process. Your adviser is also the link to the FBLA state director.
- Your chapter officers and members need to support your candidacy and rally behind your campaign.

Please read this guide carefully to make sure you meet the qualifications and adhere to the deadlines.

By the way . . . it is fun! Good luck!

Kelly Scholl  
State FBLA Director

## COMMENTS FROM FORMER STATE OFFICERS

"We are just ordinary members who have the determination and desire to strive for the best we can be. You should never feel that you have to be extra-special to fill the shoes of a state officer; you just must be willing to put much effort and enthusiasm into the job."

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"I never really thought becoming a state officer could be reality for me. It was hard for me to put myself in that role, because I would go to our State Leadership Conference and see people standing on the stage, and I was in awe! I didn't think it could happen! But I asked them what was involved, and that's what really got me going. I thought, 'Yes, I think I can do that!'"

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"I think each one of us who ran for office had the winning spirit and a good positive attitude."

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"We have the determination and drive to reach out and really try for what we think is the highest point. I think that's also what makes a chapter successful—those who are willing to go out and work for it and make it a success. We're not that much different from other members."

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"Becoming a state officer was a way of developing professionalism in myself and incorporating all that I had learned, both in the classroom and in membership in FBLA."

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"Without FBLA I would not have been able to experience so many wonderful and unforgettable events. I know that as I become a leader in society, I'll always remember what FBLA has done to prepare me. I just wish that every high school student could experience all the great things that I have."

## THE DECISION TO RUN FOR STATE OFFICE

FBLA chapters are urged to recruit applicants for state office. Applicants should be selected from among the leaders in the local FBLA chapter. Chapters may have two candidates for state office and they may have one or more applicants for state parliamentarian.

Service as an FBLA state officer is one of the ultimate achievements a member can attain. The planning, organization, and execution of a state officer campaign is a valuable leadership experience. The decision to run for office should be taken very seriously.

This guide provides information about state officer candidate eligibility, campaign procedures and rules, and an overview of the expectations, responsibilities, and activities of state officers. Carefully review this *entire* document before finalizing your decision to run for office to ensure that all eligibility requirements have been met and that the commitments required of state officers can be met.

Before the campaign begins, it is critical for the potential candidate to take an honest personal inventory and thoroughly evaluate whether he/she has the time, resources, support, capabilities, attitude, and commitment to prepare an effective campaign and serve as a state officer.

Before you begin to fill out the state officer application, the following should be carefully reviewed and considered:

- Review the entire guide to become thoroughly familiar with state officer responsibilities and election requirements.
- FBLA members elected to state office for one Career and Technical Student Organization (DECA, FFA, FCCLA, SkillsUSA, or TSA) may not serve in the capacity of a state officer for North Dakota FBLA. In other words, if you are elected to state office in FBLA, you may not hold state office in another Career and Technical Student Organization.
- Meet with your local adviser, parents, school administrators, employers, and other significant parties to discuss running for state office and to gain their support.
- Obtain the support of your local chapter adviser as this is of the utmost importance. You and your adviser are a team as you carry out your state officer duties and responsibilities.
- Study FBLA's mission, history, bylaws, publications, programs, and activities. Local advisers should have copies of these materials.

After careful review and consideration of these points, the applicant should begin to complete the officer application and plan the campaign.

## **QUALIFICATIONS AND PROCEDURES FOR STATE/NATIONAL OFFICE**

1. All candidates must:
  - ☐ Have an adviser at his/her school who will support the member's candidacy.
  - ☐ Be a paid member in good standing in an FBLA chapter at the school in which he/she is enrolled.
  - ☐ Have taken or be currently enrolled in a business or business-related class.
  - ☐ Have held or now hold a local leadership position in FBLA or another organization.
  - ☐ Not hold state office in another Career & Technical Student Organization (DECA, FFA, FCCLA, SkillsUSA, or TSA) while serving as an FBLA state officer.
  - ☐ Possess keyboarding skills.
  - ☐ Have at least one year remaining in high school.
  - ☐ Be present at the State Leadership Conference.
  - ☐ Agree to attend all meetings and conferences as outlined on the "Suggested Time Line," which is contained in this guide.
  - ☐ Maintain a "C" average. Any officer not maintaining this academic requirement in each grading period is permanently removed from office, and the office is declared vacant.
  - ☐ Be eligible at all times to participate in North Dakota High School Activities Association approved activities. Any officer suspended from participation from activities is permanently removed from office, and the office is declared vacant.
  - ☐ All requirements and regulations governing North Dakota FBLA state officers are also applicable to national officer candidates or members who have been elected or appointed to national office.
2. Each of the four regional vice presidents shall be from the same region he/she is to represent.
3. Candidates for president, secretary, treasurer, webmaster, historian, parliamentarian, regional vice president, and national office shall submit the following items to the state director postmarked by February 2, 2009.
  - ☐ An application for state office.
  - ☐ A resume not to exceed two pages.
  - ☐ A website permission form.
  - ☐ A digital head and shoulders photo for publicity, which should be e-mailed to [kscholl@nd.gov](mailto:kscholl@nd.gov).
  - ☐ A brief article for the North Dakota FBLA website which outlines qualifications for office. (This is to be emailed to [kscholl@nd.gov](mailto:kscholl@nd.gov)).
  - ☐ A statement of priorities and objectives to be accomplished during the term of office.
  - ☐ A letter of recommendation from the head of the school or business department.
4. All candidates except parliamentarian shall be elected by a majority vote of the voting delegates of each chapter at the State Leadership Conference. The parliamentarian must take the Introduction to Parliamentary Procedure test, and the candidate with the highest score will be appointed state parliamentarian.
5. Candidates for national office must follow approximately the same application procedure as a candidate for state office. See special information for national officer on the next page.
6. Candidates will be interviewed at the state conference prior to giving their speeches at the candidates' nomination session. The interview screening committee will be composed of current state officers and state advisers. Candidates must bring samples of their campaign materials and a copy of their campaign financial disclosure statement.
7. Any candidates who fail to comply with the procedures outlined above will not be allowed to run for state office.

## **National Officer Candidates**

1. The candidate will file a state and national candidate application by their prescribed deadlines and fulfill both sets of qualifications.
2. The candidate will be interviewed at the State Leadership Conference along with his/her adviser.
3. The candidate will run as the "national officer candidate" and may not declare a specific office as part of the campaign.
4. Campaigns will be limited to an 8.5" x 11" brochure, flyer, etc.
5. The candidate will give his/her campaign speech at the candidates' nomination session held during the State Leadership Conference.
6. The candidate(s) for national office from North Dakota will be elected by a majority vote of the voting delegates of each chapter at the State Leadership Conference.
7. If elected, the candidate must declare which national office he/she will pursue and have this decision approved by his/her local chapter adviser and the state director.
8. If elected to serve as a national officer, he/she will serve as an ex-officio member of the state officer team for the following school year.

## DUTIES AND RESPONSIBILITIES OF ALL STATE OFFICERS

1. As a state officer, you are a member of the team that plays a vital role in planning projects, workshops, and conferences. Your main duty is to be a contributing member of the team and provide support not only for your fellow officers, but for North Dakota FBLA.
2. All state officers are **required** to attend all State Officer meetings, State Officer Training, the Fall Leadership Conference, and the State Leadership Conference. State officers are encouraged to attend the Institute for Leaders and the National Leadership Conference.
3. All officers shall:
  - Prepare and present workshops for the Fall Leadership Conference (FLC).
  - Meet timelines for submitting FLC scripts, working closely with your adviser.
  - Understand that the workshop timelines must be met in order to present the workshop at the FLC.
  - Acquire good basic knowledge of the organization and be capable of discussing ideas and issues intelligently.
  - Portray the proper image when representing the organization by wearing your state officer uniform.
  - Use correct grammar, display proper manners and etiquette, maintain a positive attitude, and demonstrate effective public relations skills in working with individual members and chapters.
  - Be a good listener.
  - Prepare appropriate speeches when asked to visit schools, conferences, and business and civic groups.
  - Contribute ideas for the Program of Work at State Officer Training.
4. Officers must keep up to date on correspondence and send a copy of all official emails, memos, and letters to the state director and state president promptly. All correspondence and reports must be co-signed by the officer's local chapter adviser and e-mails must be copied to local advisers.
5. Each officer is responsible for a monthly report based on the Program of Work, which will be developed at State Officer Training.
6. All officers will be supplied with state officer FBLA binders during his/her term of office. The binders, which contain a calendar, FBLA bylaws, correspondence, reports, minutes, etc., will be kept up to date by the officers. The binder and dividers are to be returned at the State Leadership Conference so they may be passed on to next year's officers.
7. Support the FBLA Dress Code for professional dress and always dress in the proper FBLA "uniform" when applicable. (Refer to the Chapter Management Handbook for dress code.)
8. Each elected officer will fill out a blanket permission form, which will be in effect for the entire term of office and kept by the state director.
9. A candidate for any office must agree that in case he/she enrolls later in a school in which there is not an active chapter, he/she will resign the office.
10. All officers shall install incoming officers at the State Leadership Conference.
11. Additional responsibilities:
  - Communicate with FBLA members through the North Dakota FBLA website by submitting articles as assigned.
  - Support your region and its activities.
  - Support and promote the activities in the Program of Work.
  - Have a good working knowledge of parliamentary procedure.
  - Work closely with local adviser and state director. Keep them informed at all times.



- Communicate with other state officers. Give fellow officers full support. Remember, the officer team is only as strong as its weakest member.
- Work with the local chapter. Let the members benefit from having a state officer. Remember, all officers need the support of their chapters to be truly successful.
- Recognize the outstanding work of others.
- Recruit new members and chapters. Focus on visits to local chapters.
- Have a positive attitude as you are always in the public eye.
- Obtain corporate sponsorships, as assigned in Program of Work.
- Actively work toward and progress in achieving recognition in the Business Achievement Awards programs.
- Assist in the promotion and development of FBLA.

## ***DUTIES OF THE STATE PRESIDENT***

In addition to the duties listed for all state officers, the state president shall:

1. Preside over and conduct all State Officer meetings according to parliamentary procedure, using the latest edition of *Robert's Rules of Order, Newly Revised*, and the North Dakota FBLA bylaws. Preside over the Fall Leadership Conference and the State Leadership Conference.
2. After discussing agenda items with the state director, send the agenda and notice of all meetings to all state officers, their advisers, the state advisers, and the state director at least ten working days prior to each meeting.
3. Serve as a voting delegate at the National Leadership Conference.
4. Appoint committees and committee chairpersons, and serve as an ex-officio member of all committees.
5. Lead the state officer team in planning the program of work and presenting at conferences.
6. Work with the historian in contributing to the development of the State Chapter Annual Business Report.
7. Give the state report at the National Leadership Conference.
8. Accept any state awards at the National Leadership Conference.
9. Serve as a model representative for FBLA public relations, and assist in the promotion and development of FBLA. The president may be called upon to make presentations before adult and student organizations, which may on occasion, require an absence from school.
10. Work closely with the state director.

## ***DUTIES OF THE REGIONAL VICE PRESIDENTS***

In addition to the duties listed for all state officers, the regional vice presidents shall:

1. Assist the president as needed and be prepared to act in the president's place, if necessary.
2. Solicit news from the local chapters in their regions, prepare a monthly news report, and submit it to the webmaster for publication on the ND FBLA website.
3. Serve as a voting delegate, on a rotational basis, at the National Leadership Conference.
4. Work closely with the state director.

## ***DUTIES OF THE STATE SECRETARY***

In addition to the duties listed for all state officers, the state secretary shall:

1. Keep an accurate record of all State Officer meetings.
2. Publish and mail minutes of the State Officer meetings within ten working days after the meeting to all state officers, their advisers, the state advisers, and the state director.
3. Work closely with the state director.

## ***DUTIES OF THE STATE TREASURER***

In addition to the duties listed for all state officers, the state treasurer shall:

1. Assist the state director in keeping accurate records of receipts and disbursements.
2. Present the financial report at each State Officer meeting with copies for all attending.
3. Work closely with the state director.

## ***DUTIES OF THE STATE HISTORIAN***

In addition to the duties listed for all state officers, the state historian shall:

1. Prepare the State Chapter Annual Business Report describing the year's activities and events. After approval by the state director, mail the final copy to the national office before the deadline.
2. Work closely with the state director.

## ***DUTIES OF THE STATE WEBMASTER***

In addition to the duties listed for all state officers, the state webmaster shall:

1. Develop and maintain the ND FBLA web site.
2. Submit appropriate items to the publisher of national FBLA publications and other state and local publishers and broadcasters.
3. Work closely with the state director.

## ***DUTIES OF THE STATE PARLIAMENTARIAN***

In addition to the duties listed for all state officers, the state parliamentarian shall:

1. Advise the state president on parliamentary procedure during State Officer meetings and at conferences.
2. Act as a resource person on parliamentary procedure for all local chapter voting delegates at the State Leadership Conference.
3. Make sure the election of state officers at the State Leadership Conference follows correct parliamentary procedure and the bylaws.
4. Have a copy of the latest edition of *Robert's Rules of Order, Newly Revised*, the North Dakota bylaws, the national bylaws, and a small flag at every meeting.
5. Make sure the bylaws are kept up to date and are followed accurately at all times.
6. Work closely with the state director.

## **STATE OFFICER ADVISER RESPONSIBILITIES**

1. Advisers are asked to attend state officer training and other state officer meetings with their officer. Advisers are also required to chaperone their officers at the National Leadership Conference.
2. The adviser shall oversee the duties of his/her state officer and shall keep in contact with the state director on matters concerning the state chapter.

## **GENERAL ADVISER OVERVIEW**

"Mentor" is defined as a trusted counselor or guide, a tutor or coach. This definition aptly describes the role of a state officer's local chapter adviser. From the moment a student considers running until his/her term of office ends, the adviser is a key figure.

The adviser counsels the student on the qualifications and duties of a state officer and helps with the decision to run. The adviser guides the student on the campaign process and serves as tutor and coach during the officer's term of office.

It is sometimes difficult for an adviser to play the dual role of adviser and teacher. The relationship between adviser and officer is critical to the success of the term of office. The officer must realize that the local adviser's signature on the application shows his/her support to the officer and organization.

The adviser and officer need to work together closely on the workshops for the Fall Leadership Conference. Timelines will be set at State Officer Training and the adviser needs to guide the student through this assignment. The adviser should review workshop content and materials, and make sure that the officer practices the workshop prior to presenting the workshop at the September meeting. Any changes and/or suggestions made at that rehearsal need to be followed up by the adviser.

The local adviser should work closely with the state director to keep him/her informed of the officer's progress with projects and any challenges that may arise.

The local adviser should proofread all correspondence before mailing as well as sign his/her name. The officer should write correspondence and articles and present them to the adviser for suggestions and any necessary changes.

Accept responsibility for assisting officers. Secure the endorsement and support of parents, school officials, and employers, if applicable.

## **STATE OFFICER TRAINING**

The date and site for the 2009 State Officer Training is tentatively set for June 7 – 10, 2009 in Bismarck. Transportation to and from the training site for both the student and the adviser will be reimbursed. While at training, all meals will be provided.

Training will take place over four days between the end of the school year and the start of the National Leadership Conference. Among the many tasks and activities to be completed during officer training, the most important will be to develop a program of work to guide the team throughout the year. Time will also be spent on the development of the Fall and State Leadership Conferences.

## FINANCIAL NOTES

Funds are available to cover travel, lodging, and food expenses for each state officer and their adviser to attend all trainings. Travel to and from conferences is the chapter's responsibility, unless they are required to arrive ahead of the chapter.

Name badges will be provided for newly elected officers.

Complimentary registration will be provided for the Fall Leadership Conference (FLC), and State Leadership Conference (SLC). A portion of the registration for the National Leadership Conference (NLC) will be paid.

Hotel rooms will be provided at the Fall and State Leadership Conferences (officer team will room together).

Each officer will be provided with an officer uniform (business suit) that must be worn at all official FBLA functions.

Each officer will be provided with an FBLA polo shirt that must be worn when traveling for FBLA and at "casual" FBLA conference functions.

Officers and/or their chapters will need to pay for the following:

- Dress shoes to be worn with their officer uniform
- Khaki pants to be worn with their FBLA polo shirt
- National Leadership Conference expenses

## **ELECTION PROCEDURES FOR PRESIDENT, REGIONAL VICE PRESIDENT, SECRETARY, TREASURER, HISTORIAN, AND WEBMASTER**

1. All candidates must attend a candidate interview on Monday morning of the conference.
2. Examples of all campaign materials and a financial disclosure statement must be approved at the above-mentioned meeting. At that time candidates will be apprised of campaign rules and procedures and be allowed to ask appropriate questions.
3. Candidates may use posters, brochures, candy, or other means to advertise their candidacy. Following the nomination of the candidates, the campaign materials may be posted only in designated areas. Any food must be commercially packaged.
4. At the statewide candidates' nomination session the candidate will give a speech of two minutes stating his/her platform and qualifications for office. There will be no speeches given by campaign managers. No skits, music, dances, etc. will be allowed as part of the two-minute speech. After the campaign speeches, there will be time for voting delegates to ask questions of the candidates.
5. Each candidate will be provided a draped cloth campaign booth (size 6' x 8' with a 2' x 8' table). Candidates and two helpers only will be allowed to set up campaign booths ½ hour prior to the start of campaigning. **Campaigning is restricted to the designated area and designated time. No campaigning in other hotels where chapters may be staying.**
6. Business attire is required in campaign booths. No costumes or clothing items, such as t-shirts, with campaign slogans will be allowed.
7. No equipment requiring electricity may be used at a campaign booth or as part of the campaign.
8. No campaign materials are to be in the halls, on doors, or other public areas of the conference facility. No handouts of favors at the general sessions. Materials can only be given out at campaign booths.
9. No campaigning may be done using the hotel's phone system.
10. If an office is not filled at the SLC, applications will be accepted from qualified applicants following the SLC and the vacancy will be filled by appointment.
11. The election of officers will be by written ballot of voting delegates. Each chapter is entitled to send 2 to 4 voting delegates to the State Leadership Conference according to the number of active members (under 50 members—two voting delegates; 50-100 members—three voting delegates; over 100 members—four voting delegates). These delegates will vote on the candidates following instructions from the members of their chapter in attendance.
12. State officer candidates may run for a national FBLA office at the same time as running for a state office.



## CAMPAIGN TIPS

One of the highlights of FBLA conferences is the election of officers. In order to determine the best candidate for each office, information must be gathered on all candidates. Campaigning is a series of organized, planned actions necessary for electing a candidate. It is an efficient way to provide information on the qualifications and characteristics of a candidate.

It is not too early to start planning! Organization is of great importance if accurate and efficient information outlining the positive characteristics and goals of a candidate is to be available. Scheduling of specific tasks that need to be done is a good idea so that the ideas and plans will be accomplished in a neat and thorough manner. By having a set schedule and sticking to it, all of the campaign materials will be finished before the date of campaigning, and there won't be a mad rush at the last minute.

Some campaigning suggestions include:\*

1. Have a theme that will be easy to build different, attractive ideas upon and which will have a positive, memorable effect on the delegates.
2. Integrate the campaign theme throughout the campaign speech.
3. Be sure not to include equipment requiring electricity.
4. Develop some way to state the candidate's qualities, ideas, and goals, such as a fact sheet or brochure.
5. Have give-aways (candy, stickers, pens, etc.). **Any food items must be commercially prepared and wrapped.**
6. Make posters or other means of catching attention.
7. Have the candidate visible and prepared to talk to people and answer questions.
8. Be prepared to answer questions from voting delegates during the candidates' nomination session.
9. Develop a campaign budget and stick to it.
10. Practice your campaign speech in front of others, and have them ask practice questions to help you prepare for the "real thing."

<b>Candidates and/or their chapter are responsible for cleaning up campaign materials.</b>
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\*Candidates for national office see specific campaign restrictions under the "Duties and Responsibilities of All State Officers" section of this guide.

## SUGGESTED TIME LINE TENTATIVE MEETING/CONFERENCE DATES

- Dec. – Jan.      Get approval of local chapter adviser.
- ❑ Complete State Officer Candidate Application.
  - ❑ Prepare resume.
  - ❑ Complete website permission form.
  - ❑ Have head and shoulders photo taken.
  - ❑ Write a brief article outlining qualifications for office.
  - ❑ Write a statement of priorities and objectives.
  - ❑ Secure a letter of recommendation from the head of the school or business department.
  - ❑ Choose campaign manager.
  - ❑ Establish platform.
- Feb. 2            **Postmark date** for completed application packet to state director.
- Feb. – Mar.      Plan campaign.
- March 30        Candidate interviews and screening of campaign materials and financial disclosure statements.
- March 30        Candidates' nomination session—give speeches, question/answer session.
- March 30        Election for president, regional vice presidents, secretary, treasurer, historian, and webmaster.
- March 31        Installation at Awards Session.
- March 31        Meeting with outgoing officers and state chairperson.
- June 7 - 10      State Officer Training  
(tentative)
- June 23 - 28    Institute for Leaders and National Leadership Conference, Anaheim, CA
- September      State Officer Meeting
- October 4 -5    Fall Leadership Conference, Bismarck
- November       National Fall Leadership Conference
- March 28 - 30   State Leadership Conference, Fargo

## **NORTH DAKOTA FBLA STATE OFFICERS CODE OF CONDUCT**

State officers serve as ambassadors for the association and their conduct and deportment are critical to the success of their mission. State officers are expected to abide by the code.

State officers who violate or ignore any of the following subject themselves to:

- A. Being removed from the FBLA conference and/or activity and sent home at their own expense by their local adviser/state director.
- B. Have any honors or offices cancelled and withdrawn.

### **CODE OF CONDUCT**

1. State officers shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon the FBLA organization.
2. State officers shall fully participate in all appropriate activities, conferences, workshops, business meetings, etc., for which they have responsibility.
3. State officers shall abide by the North Dakota FBLA Dress Code.
4. State officers shall be willing to take and follow instructions as directed by those responsible for them.
5. State officers shall avoid places and actions which in any way could raise questions as to moral character or conduct.
6. State officers shall treat all members equally.
7. State officers participating in FBLA assignments shall not damage or deface property. Damages to any property or furnishings in hotel rooms, private accommodations and/or buildings will be paid for by state officers at their own expense.
8. State officers shall communicate any circumstances which prevent carrying out predetermined plans at assigned conferences to their local adviser and the state director.
9. State officers are not permitted to wear any campaign materials at the State Leadership Conference, nor are they allowed to campaign for a candidate or serve as a campaign manager, except when campaigning for oneself.
10. State officers must adhere to set curfews at all meetings and conferences. Any curfew violation may result in removal from office.





## North Dakota State Officer and State Parliamentarian Application

North Dakota State Board for Career and Technical Education  
SFN 17803 (08/01)

**DEADLINE:**

Postmark (not postage meter stamp) no later than February 2, 2009

**MAIL COMPLETED MATERIALS TO:**

Kelly Scholl  
FBLA State Director  
Career and Technical Education  
600 East Boulevard Ave., Dept. 270  
Bismarck, ND 58505-0610

Each local officer applicant and local chapter adviser must complete this form and mail it with all attachments to the state director.

**Application attachments:**

1. A resume, no more than two pages, which includes qualifications for office.
2. Website Permission Form
3. Head and shoulders picture. (digital, emailed to kscholl@nd.gov)
4. Brief article outlining qualifications for office for publication on the North Dakota FBLA website. (emailed to kscholl@nd.gov)
5. A statement of priorities and objectives to be accomplished during the term of service.
6. A letter of recommendation from the head of the school or business department.

**APPLICATION MUST BE TYPED**

Office Sought	Do you wish to apply for national parliamentarian? <input type="checkbox"/> Yes <input type="checkbox"/> No	Region <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV		
Name	Birth Date	Age	Sex <input type="checkbox"/> M <input type="checkbox"/> F	
Home Address	City/State/Zip		Home Phone	
Mailing Address (if different from home address)				
Email Address	Grade Next Year <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12			
School Name	Mailing Address			
City/State/Zip	School Phone		School Fax	
Adviser Name	Adviser's Email Address		Best time to call	
FBLA or Other Offices Held			No. of Years as an FBLA Member	

**Business Subjects Completed, or Enrolled in This Year:**

Subject	Year	Subject	Year	Subject	Year

Parent's/Guardian's Name	Mailing address
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## **CERTIFICATION FOR STATE OFFICER APPLICANT**

The responsibility for sponsoring a North Dakota state officer applicant rests with the local chapter. Only local chapters that meet the criteria stated in the national and state bylaws are eligible to nominate candidates for state office. Materials must then be submitted to the state director postmarked by designated date. Faxes will not be accepted.

The local chapter adviser and applicant must be familiar with the general regulations that govern the nomination and election of state officers as presented in the bylaws and the State Officer Candidate Guidelines. FBLA advisers are reminded that the National Association of Secondary School Principals requires adult chaperones for student members attending NASSP sponsored conferences. North Dakota FBLA requires compliance with this policy.

## **CERTIFICATION BY APPLICANT AND APPLICANT'S PARENT/GUARDIAN.**

I AGREE TO ADHERE TO THE North Dakota FBLA Officer Candidate rules and regulations in running for the office indicated. To the best of my knowledge, the information presented in this application and its attachments is true. I also certify that I have read and agree to abide by the North Dakota Officer Code of Conduct, FBLA Dress Code, and the North Dakota FBLA Officer Candidate Guidelines.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As the parent/guardian to \_\_\_\_\_, I agree to support his/her candidacy and, if elected, his/her term as a North Dakota FBLA state officer.

Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **CERTIFICATION BY LOCAL CHAPTER ADVISER**

The credentials for \_\_\_\_\_ are attached. The applicant meets the qualifications for the office indicated. If elected, he/she will receive the support of the school, chapter, and adviser in the execution of the duties for this office.

Adviser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adviser's Home Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Adviser's Email: \_\_\_\_\_

## **CERTIFICATION BY SCHOOL ADMINISTRATOR**

The school supports this candidacy and will ensure the candidate's attendance at all North Dakota chapter activities.

School Administrator's Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_



## North Dakota FBLA State Officer Candidate Web Site Permission

North Dakota State Board for Career and Technical Education  
SFN 53433 (7/02)

*The North Dakota FBLA Web site is on the road to becoming one of the primary modes of communication for our students, instructors, and others. We believe that stories and information about the people and events around the state will improve our site. On the other hand, we understand the global nature of the Internet and concerns people have for privacy. In order for us to alleviate any potential misunderstandings, we require that this form be filled out, signed, and submitted to our agency by any individual to whom reference is made or whose pictures are posted. At no time will personal addresses or phone numbers be posted on the site or distributed in any other manner. If said person is a minor, a guardian signature is also required.*

The North Dakota Future Business Leaders of America is authorized to publish the following on their Web site (check all to which you agree):

- ☐ Name
- ☐ Email Address
- ☐ Photo

Print Name: \_\_\_\_\_

Office Sought: \_\_\_\_\_

School: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Guardian: \_\_\_\_\_  
(if above individual is less than 21 years of age)

Date: \_\_\_\_\_

**Include with FBLA State Officer Candidate Materials**





## **APPENDIX A**

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**Future Conferences and Workshops  
State FBLA History  
State Chapter Constitution/Bylaws**

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## **FUTURE CONFERENCES**

October 4 – 5 , 2009	North Dakota Fall Leadership Conference, Ramkota Hotel, Bismarck, ND
November 13 – 14, 2009	National Fall Leadership Conference Denver, CO
March 28 – 30, 2010	FBLA State Leadership Conference, Ramada Plaza Suites and Holiday Inn, Fargo, ND
July 14 – 17, 2010	National Leadership Conference, Nashville, TN

## **North Dakota FBLA History**

### **1967-68**

John Sand, Mayville State College, Jack Sullivan, Grafton, and Dorothy Travis, Grand Forks, initiated a meeting of seventeen North Dakota business educators in Bismarck on November 17, 1967, to plan the organization of the state chapter of the Future Business Leaders of America. Robert Stickler, Illinois state chairman, representing the FBLA national office, served as a consultant. Dorothy Travis was appointed state chairman by Hollis Guy, national executive director.

A planning meeting for the first State Leadership Conference (SLC) was held in Grand Forks in March 1968. The first SLC was held at the Clarence Parker Hotel, Minot, on April 5-6, 1968. Chapters represented: Garrison, Grafton, Grand Forks Central, Jamestown, Minot, Mohall, and West Fargo. Eighty-nine registered. Competitive events included public speaking, parliamentary procedure, Mr. and Miss FBLA, largest chapter membership, spelling relay, and best chapter exhibit. Mark Gums, Jamestown, was elected first state president. Bill Drengler, FBLA national president from Wisconsin, attended.

The North Dakota state chapter was officially installed at the National Leadership Conference (NLC) held in Washington, D.C., in August 1968. North Dakota was represented at the NLC by three students and two advisers.

### **1968-69**

First Fall Leadership Workshop (FLW) Jamestown, October 1968. Annual state dues were set at 50 cents. First officers planning session Carrington, January 1969. SLC Tumble Weed Inn, Jamestown, April 1969. Added competitive events: beginning and advanced typewriting, beginning and advanced shorthand, most original project, and local annual chapter activities report. Rocky Finck, Hettinger, was elected state president and was candidate for national vice-president for Mountain-Plains (M-P) Region at the NLC held in Dallas, Texas. The first Phi Beta Lambda chapter in North Dakota was organized at Dickinson State College.

John Sand, Mayville State College; Harriet Shurr, Jamestown High School; and Curtis Tonneson, Minot High School; were appointed state FBLA advisers by Dr. O. J. Byrnside, Jr., national executive director.

### **1969-70**

FLW and SLC Holiday Inn, Bismarck. SLC host chapter Hettinger. Marsha Warren, West Fargo, elected state president. Steve Taylor, FBLA national president from Washington, attended. 1970-71 Dr. Wilmer Maedke, UND, became state chairman. FLW and SLC Minot. Added contest: filing. As a service project, Jamestown published the first FBLA state newsletters. Rich Rauschenberger, Velva, was elected state president. NLC Miami Beach.

### **1971-72**

FLW and SLC Bismarck. For the first time the SLC was held on Monday/Tuesday, rather than Friday/Saturday. Added competitive events: clerical procedures, bookkeeping, and accounting. A \$100 Money Management Award was established by the North Dakota Association of Life Underwriters. Edward Burakowski, national director of Administrative Affairs for FBLA attended.

Lynn Johnson, Scranton, elected state president and candidate for national vice-president for M-P Region at NLC in Houston, Texas. By winning first place in clerical procedures, Cheryl Schafer, Lisbon, became North Dakota's first national first-place winner. Scranton won eighth place for Most Original Project. The NLC was attended by 34 North Dakota members.

#### **1972-73**

Dr. Maedke moved to California, and Miss Travis, FBLA state executive secretary, became acting state chairman. FLW Jamestown. SLC Bismarck, with Scranton as host chapter. The Money Management Award of \$100 was divided into three awards: first place \$50, second place \$35, and third placed \$15. Lynn Shattuck, Velva, was elected state president and was also elected national vice-president for the M-P Region at the NLC in Washington, D.C.

#### **1973-74**

FLW Jamestown. Edward Burakowski of the national office attended. As national vice-president, Lynn Shattuck was chairman of the M-P Regional Leadership Conference in Denver in November 1973. SLC Bismarck, hosted jointly by Bismarck, Lisbon and Velva chapters. Competitive events added: FBLA Creed and machine transcription. Ross Teigen, Scranton was elected state president. NLC San Francisco.

#### **1974-75**

Mr. Jerald Lydeen, state supervisor of office education, became FBLA-PBL state chairman. First summer conference for officers of all vocational youth organizations was held in Bismarck in July 1974. SLC Lynette Larson, Edgeley, was elected state president.

#### **1975-76**

FLW Jamestown, and SLC UND, Grand Forks. Co-hosts: Grand Forks Central and Red River High Schools. Cindy Revo, FBLA national president from Nebraska, attended. David Michaelson, Velva, was elected state president.

#### **1976-77**

FLW and SLC Bismarck. Competitive events and other conference activities were held at Holiday Inn, Bismarck High School, Mandan Senior High School, and Mandan Community Center. Mark Provence, FBLA national treasurer, presented a Project Awareness workshop. Over 500 attended the largest number yet. Julie Eberle, Enderlin, was elected state president.

#### **1977-78**

FLW Jamestown; SLC Bismarck. SLC hosted jointly by Bismarck High School, Bismarck Century High School, and Mandan High School. Mr. John Gringer, Mayville, was selected as North Dakota's first Businessperson of the Year. Bruce Ludwig, Drake, was elected state president.

#### **1978-79**

FLW Bismarck. Special guest was Edward Miller, national executive director. SLC Bismarck; hosted jointly by Bismarck High School, Bismarck Century High School, and Velva High School. Congressman Mark Andrews and Governor Arthur Link were guests. Mark Lagodinski, Edgeley, was elected state president.

**1979-80**

FLW Mandan Community Center; SLC Bismarck. Stuart Fulton, FBLA national president from Colorado, attended both. SLC host chapters were Velva, Lisbon, and Mayville-Portland. Ross Teigen, Scranton, was selected Businessperson of the Year. Mr. Teigen became a member of FBLA in 1973, and later served as state president for both FBLA and PBL. Janel Muckenhirn, Enderlin, was elected state president. NLC Washington, D.C.

**1980-81**

FLW Mandan Community Center. Edward Burakowski of the national office attended. SLC Bismarck. John Anderson, FBLA national parliamentarian from Wisconsin, assisted with the competitive events. Workshops were added to the program. Mark Dosmann, Langdon, was the first recipient of the "Investment in the Future" scholarship (\$150) made possible by Mr. Leo Reis, president of Peoples and Enderlin State Bank. The Years of Service Award for local chapter advisers was instituted. Sandy Horner, Devils Lake, was elected state president.

**1981-82**

FLW Mandan Community Center; SLC Bismarck. Lyn Scott, national vice-president of the M-P Region, attended the SLC. John Bachmeier, Mayville-Portland, was elected state president.

**1982-83**

No Fall Leadership Conference (FLC) because M-P Regional Leadership Conference was held in Bismarck. The Killdeer chapter organized the "Roll Out the Barrel" project, in which a barrel was pushed approximately 350 miles from the Montana border to the Minnesota border. FBLA and PBL state chapters participated jointly. Chapters throughout the state were urged to raise money through pledges. The money earned was divided among the March of Dimes, the FBLA-PBL National Building Center Fund, and the FBLA and PBL state chapters. SLC Bismarck, was attended by Patty Hendrickson, FBLA national president. Ken Kostelnak, Killdeer, was elected state president. NLC San Francisco.

**1983-84**

FLC Mandan Community Center: SLC Bismarck. Angela Butler, national vice-president for M-P Region, attended. Leann Erickson, Beulah, was elected state president. NLC Atlanta, Georgia.

**1984-85**

FLC Sheraton Riverside Inn, Minot; SLC Bismarck. Nicole Stone, national vice-president for M-P Region, attended. Shelly Becker, Cavalier was elected state president. NLC Houston, Texas

**1985-86**

FLC Jamestown; SLC Bismarck. Leann Tatro, national vice-president for M-P Region, attended. Monte Zingleman, PBL national secretary, University of North Dakota, and Henry Rosales, PBL national vice-president of M-P Region, from Colorado, also attended. A chapter event entitled Handicapped Awareness Project was added to the North Dakota competition. Kip Jaeger, Beulah, was elected state president. NLC Washington, D.C.

**1986-87**

FLC none; SLC Bismarck; Randy Neugebauer, national vice-president for M-P Region, attended. Joe Lukach, Stanley, was appointed state adviser along with Marilyn Nelson, Enderlin. The fun event, Acalympics, was added. Heidi Nelson, Enderlin, was elected state president. NLC Anaheim, CA.

**1987-88**

FLC none. RLC Colorado Springs, CO. SLC Fargo. Stephanie Brodine, national secretary, and Christopher Heider, Florida, alumni national president, attended. An individual event entitled Principles and Practices was added to the North Dakota competition. Kent Jeger, Beulah, was elected state president. NLC Orlando, FL. Tara Erickson, Hatton, was elected M-P Region vice-president.

**1988-89**

FLC Holiday Inn, Bismarck; SLC Radisson Inn, Bismarck. Tara Erickson, Hatton, Mountain-Plains vice-president, represented national office. James Ramey, Linton, was elected state president. NLC Orlando, Florida; Mitch Dvorak, Killdeer, elected national secretary for 1989-90.

**1989-90**

FLC Holiday Inn, Bismarck; SLC Radisson Inn, Bismarck. Mitch Dvorak, Killdeer, ND, national secretary, and J. J. Ament, national president, Illiff, Colorado, represented national FBLA. Jenny Berthold, Hatton, was elected state president. NLC Washington, D.C.

**1990-91**

FLC Holiday Inn, Bismarck; SLC Holiday Inn, Fargo. Bridget M. Osowski, FBLA National Parliamentarian from Thorpe, Wisconsin, attended. Eric Grant Chester gave the keynote address, "The X-Factor." Joe Lagodinski, Edgeley, was elected 1991-92 state president. NLC Anaheim, CA.

**1991-92**

State membership 1,420, 49 chapters. FLC Holiday Inn, Bismarck; SLC Radisson Inn, Bismarck, Richard W. James, M-P Region vice-president, Kingman, Kansas, represented the national office. Bill Sanders, Kalamazoo, Michigan, gave the keynote address, "Show the World Your Greatness." Shelly Salwei, Wishek, was elected 1992-93 state president. The following competitive events were added on the state level: Introduction to Parliamentary Procedure, Proofreading Skills and Knowledges, and Spelling and Correct word Usage. New Recognition Awards: Go for North Dakota Gold, Membership Achievement Award. Curt Schaff, Hatton, was appointed state adviser. The banquet was dispensed with this year. NLC Chicago, IL

**1992-93**

At the SLC in 1992 the decision was made to divide North Dakota into four regions. Four regional FLCs were held Watford City, Jamestown, Dickinson, and Grand Forks. SLC Radisson Inn, Bismarck. Jeffrey Whitworth, FBLA national parliamentarian, Ada, OK, attended. Opening keynote address J. J. Ament, Boulder, Colorado, "Endeavors of Excellence." Closing keynote address John Crudele, Minneapolis, MN, "Choose Life, Choose Love, Choose You." Chad Sundberg, Harvey, was elected state president.

Dorothy L. Travis (1904-1992), one of the founders of North Dakota FBLA-PBL, (the national FBLA-PBL Parliamentary Procedure competitive event was named in her honor) passed away in her sleep at her home in Grand Forks on December 3, 1992.

#### **1993-94**

State membership is at an all-time high of 1,666. One statewide FLC was held in Bismarck at the Ramada Hotel on September 27, 1993. SLC Radisson Inn, Bismarck. Eric Chester, Colorado, gave the keynote address, "Lookin' for A Hero, The Journey Begins Within." Rachel Fehringer, Mt. Plains vice-president, Colorado, represented National FBLA. David Glennon, Hatton, was elected 1994-95 state president. Conference attendance was 1,202.

The 1993-94 SLC was held in Loving Memory of Krista Dawn Erickson, Hillsboro FBLA chapter officer, (1977-1993) and Amie Ann Hildebrant, Beach FBLA chapter officer (1976-1994).

Nancy Wolff, Hettinger, was elected national FBLA Mountain-Plains vice president. NLC Anaheim, CA.

#### **1994-95**

State membership peaked at 1,915; 52 chapters. Enderlin had 101 members, largest local chapter ever. This year national opened membership to middle schools. Hughes Junior High School in Bismarck is the first middle school in North Dakota to become a chapter. Other new chapters: Fargo Shanley, Des Lacs, Center (reactivated).

The SFLC was held on September 25 at the Ramada Hotel in Bismarck. The SLC was held at the Holiday Inn, Radisson Hotel, and the Civic Memorial Auditorium in Fargo on March 26-28, 1995. Patty Hendrickson from LaCrosse, Wisconsin gave the keynote address "Get A Clue: Leadership Is In You!" Nancy Wolff, Mountain-Plains Region Vice President from Hettinger, North Dakota represented the national office. May-Port CG HS received the Dorothy L. Travis Award. Marc Skjervem, Lakota, was elected 1995-96 president.

#### **1995-96**

State membership peaked at 2,117; 56 chapters. New chapters activated this year are: Dakota High School, Hunter; St. Mary's High School, Bismarck; Central Valley High School, Buxton; Dakota Prairie High School, Petersburg; and Williston High School.

The SFLC was held October 1-2, at the Ramada Hotel in Bismarck. The SLC was held at the Radisson Inn and Civic Center in Bismarck, scheduled for March 24-26. Due to a severe storm the conference did not start till after lunch on the 25th. Approximately 43 chapters attended. Craig Zablocki, Denver, CO, gave the keynote address, "Dream Big, Take Yourself Lightly." Representing the national office were Kenneth Corn, national president, Howe, OK; and Louise LeGrand, national secretary, Wessington, SD. Carrie Selle, DCHS, Crosby, was elected 1996-97 president. The Handicapped Awareness Project was expanded, therefore, the new name is Project Equality. The number of members from each chapter who could participate in an event was increased in several events. May-Port CG received the Dorothy L. Travis Award. NLC in Washington, DC.

#### **1996-97**

State membership peaked at 2100 with 58 chapters. FLW—Held in Bismarck at the Radisson Inn and Sertoma Park. Candace Kane from the Kathryn Center, Valley City, did the workshop on Monday.



SLC was to have been held in Minot. A blizzard came through North Dakota starting late Friday. The conference was cancelled. The written tests were mailed and administered to the local schools. Interview events were judged on resumé and written test; speaking events, Parliamentary Procedure and Entrepreneurship events were put on video for judging. State officer candidates mailed their materials to each chapter and the voting was conducted by mail. The old officers and new officers met in Minot for an installation ceremony. Shayla Swedlund from Velva was elected state president. May-Port CG HS received Dorothy L. Travis Award. NLC Anaheim, CA.

#### **1997-98**

State membership 1,923 with 56 active chapters. FLW held in Bismarck at the Radisson Inn. SLC was held in Minot March 29-31, 1998. The weather was beautiful. The keynote address, "The Best Way to Predict the Future is to Create It", was delivered by Scott Friedman from Denver, CO. Scott also gave a workshop entitled "A Funny Thing Happened on the Way to Happiness." National Mountain-Plains Region Vice-President, Jill M. Kirk from Holton, Kansas presented a workshop titled "FBLA Soup for the Soul."

May-Port CG HS received Dorothy L. Travis Award. Rachel Langer from Enderlin was elected 1998-99 state president. NLC in Orlando, Florida.

#### **1998-99**

State membership was 2,191 with 60 chapters. FLW held in Bismarck at the Radisson Inn. SLC was held in Minot April 11-13 in conjunction with the Governor's Youth Leadership Summit. Sunday evening Governor Edward D. Schafer gave the address, "Why North Dakota Cares About You." The special Guest was Admiral Bill Owens. The keynote address was given by Astronaut Rick Hieb.

Divide County HS, Crosby, received the Dorothy L. Travis Award. Jenny Boland from Northern Cass High School, Hunter, was elected president. NLC in Chicago, IL

#### **1999-2000**

State membership was 2,138 with 60 active chapters. Hettinger had the largest chapter in ND FBLA history with 114 members in a school with 166 students. A state FLC was not held. Hettinger High School sponsored an FLC for Region III which was held in Dickinson and was a great success. SLC held in Fargo. Terry Fleck from Bismarck, ND gave the keynote address, "The Attitude Virus." J.R. Parsons, Mountain Plains Region vice-president attended. Hettinger High School received the Dorothy L. Travis Award. Kay Johnson from Hettinger was elected 2000-2001 state president. NLC Long Beach, CA

#### **2000-2001**

Jerry Lydeen, state chairman since 1971, retired on October 12, 2000. Kelly Scholl was appointed as the new state chairperson on January 2, 2001.

State membership reached an all-time high of 2,237 with 59 active chapters. FLC was held at the Radisson Inn in Bismarck, and the SLC was held at the Ramada Plaza Suites and the Holiday Inn in Fargo. Region III once again held a regional meeting in Dickinson. Byron Garrett of Life Works, Intl., in Phoenix, AZ, gave the keynote address at SLC, "Lead Now or Step Aside." William Heermann, Mountain Plains Region Vice President attended SLC and gave a workshop entitled "The Essentials of Teamwork." Hettinger High School had the largest chapter and received the Dorothy L. Travis Award. Amber Rose Bjerke of Central Valley High School in Buxton was elected state president. NLC was held in Orlando, FL.

**2001-2002**

State membership was 1,929 with 56 active chapters. FLC was held at the Holiday Inn in Bismarck, and James Vossler of the Harold Shafer Leadership Center at the University of Mary, delivered a ½ day presentation entitled "Starting Your Leadership Engine." SLC was held at the Municipal Auditorium in Minot. Keith Hawkins from Roseville, CA gave the keynote address, "The Power of One." Jessica Vincik, Mountain Plains Region Vice-President from Aurora, Nebraska, presented the workshop, "The Person You Didn't Think You Could Be." Hettinger had the largest chapter and Cavalier received the Dorothy L. Travis Award. David Meier of Hettinger High School was elected state president. NLC was held in Nashville, TN.

**2002-2003**

State membership was 1,887 with 57 active chapters. FLC was held at the Holiday Inn in Bismarck. SLC was held at the Municipal Auditorium in Minot. Rolfe Carawan gave the keynote address, "The Character Revolution." Allison Floeter, PBL Mountain Plains Region Vice President from the University of North Dakota represented the national chapter. Cavalier had the largest chapter, and Divide County received the Dorothy L. Travis Award. Mason Bjerke of Central Valley High School was elected state president. NLC was held in Dallas, TX.

**2003-2004**

State membership was 1,729 with 53 active chapters. FLC was held at the Radisson Inn in Bismarck. SLC was held at the Ramada Plaza Suites and Holiday Inn in Fargo. Ryan Underwood of TRI Leadership Resources gave the keynote address and presented two workshops. Arvind Cadambi, FBLA National Treasurer from California represented the national chapter and presented a workshop entitled "Blazing the Way." Velva had the largest chapter, and Divide County received the Dorothy L. Travis Award. Jordan Regan of Fargo South High School was elected state president. NLC was held in Denver, CO.

**2004-2005**

State membership was 1,713 with 53 active chapters. FLC was held at the Best Western Ramkota in Bismarck. SLC was held at the Best Western Ramkota and Bismarck Civic Center in Bismarck. James Malinchak of Henderson, NV, was the keynote speaker. Evan Lemoine, FBLA National Treasurer from Woonsocket, RI, attended the conference and presented a workshop. Velva High School had the largest chapter with 87 members, and Divide County High School received the Dorothy L. Travis Award. Max Kringen of Enderlin High School was elected state president. NLC was held in Orlando, FL.

**2005-2006**

State membership increased for the first time since 2001, with 1,839 members and 54 active chapters. Parshall and Fairmount High Schools chartered their chapters. FLC was held at the Best Western Ramkota in Bismarck. LoAnn Wegh of LoAnn's Marketing in Dickinson was the keynote speaker. SLC was held at the Alerus Center in Grand Forks. Chuck Peterson of Florida was the keynote speaker. Velva High School had the largest chapter with 81 members, and Divide County High School received the Dorothy L. Travis Award. Amanda Martin of Drake High School was elected state president. Tom Farnham of Enderlin was appointed state adviser representing Region IV. NLC was held in Nashville, TN.

**2006-2007**

State membership was 1,651 members and 51 active chapters. Milnor and Rugby High Schools chartered their chapters. FLC was held at the Best Western Ramkota in Bismarck. Entrepreneur, Scott Molander, of InDesign was the keynote speaker. SLC was held at the Municipal Auditorium in Minot. Patty Hendrickson of Wisconsin was the keynote speaker. Velva High School had the largest chapter with 83 members, and Divide County High School received the Dorothy L. Travis Award. Anna Moss of Kenmare High School was elected state president. NLC was held in Chicago, IL.

**2007-2008**

State membership was 1,617 members and 53 active chapters. Berthold and Bishop Ryan High schools chartered/reactivated their chapters. FLC was held at the Best Western Ramkota in Bismarck. Terry Fleck, the "Attitude Doctor" was the keynote speaker. SLC was held in Bismarck at the Civic Center and Ramkota Hotel. C.L. Lindsay, the keynote speaker, spoke on the responsibility of using the internet and the dangers associated with social networking sites. National treasurer, Michael Miller of Missouri, presented a workshop on the Business Achievement Awards. Velva High School had the largest chapter with 80 members, and Divide County High School received the Dorothy L. Travis Award. Brett Anderson of Divide County High School was elected state president. NLC was held in Atlanta, GA.

# UNIFORM STATE CHAPTER CONSTITUTION

## FUTURE BUSINESS LEADERS OF AMERICA PHI BETA LAMBDA, INC.

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### Article I – Name

The name of this organization shall be the North Dakota State Chapter of the Future Business Leaders of America Phi Beta Lambda, Incorporated, herein after referred to as the Chapter.

### Article II – Purpose

The purpose of this FBLA Chapter shall be to further the goals of FBLA within the state of North Dakota. The Chapter shall provide as an integral part of the instructional program additional opportunities for secondary students (grades 7-12) in business and office education to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

The purpose of this PBL Chapter shall be to further the goals of PBL within the state of North Dakota. The chapter shall provide opportunities for post-secondary and college students to develop vocational competencies for business and office occupations and business teacher education. PBL is an integral part of the instructional program and, in addition, promotes a sense of civic and personal responsibility.

The specific goals of FBLA-PBL and the Chapter are to:

- Develop competent, aggressive business leadership
- Strengthen the confidence of students in themselves and their work
- Create more interest and understanding of American business enterprise
- Encourage members in the development of individual projects which contribute to the improvement of home, business, and community
- Develop character, prepare for useful citizenship, and foster patriotism
- Encourage and practice efficient money management
- Encourage scholarship and promote school loyalty

Assist students in the establishment of occupational goals

Facilitate the transition from school to work.

The chapter shall not have any purpose nor engage in any activity inconsistent with the status of an educational and charitable organization as defined in Section 501 (c) (3) of the Internal Revenue Code of 1954 or any successor provision thereto, and none of these goals shall at any time be deemed or construed to be other than the public benefit purposes and objectives consistent with such educational and charitable status, nor shall the Chapter adopt goals or engage in any activity inconsistent with the goals and policies of FBLA-PBL, Incorporated.

### Article III – Membership

The membership of the Chapter shall consist of FBLA or PBL members residing within the state of North Dakota. Classes of membership identical to those established by FBLA-PBL, Inc., shall be established by the Chapter. Such classes, together with the voting and other rights of each, may be more specifically set forth in the Bylaws.

### Article IV – Dues and Finance

#### Section 1

The Chapter may assess dues from the members in addition to dues assessed by FBLA-PBL, Incorporated.

#### Section 2

No part of the net earnings of the Chapter shall inure to the benefit of any member, sponsor, donor, creator, director, officer, employee, or any other private individual or to the benefit of any corporation or organization, any part of the net earnings of which inure to the benefit of any private individual; provided, this shall not prevent payment of reasonable compensation for services actually rendered the Chapter in effecting its goals.

The Chapter shall not divert any part of its income or corpus to any member, sponsor, donor, creator, director, officer,

or employee; by lending any part of its income or corpus without receipt of adequate security and a reasonable rate of interest; by paying any compensation in excess of reasonable allowance for salaries, or other compensation for personal services actually rendered; by making any purchase of money or money's worth; by selling any substantial parts of its securities or other property for less than adequate consideration for money or money's worth; or by engaging in any other transaction which, either directly or indirectly, results in such diversion of its income or corpus.

The Chapter shall not make any accumulation of its income unreasonable in amount or duration.

The Chapter shall not use any income for purposes other than the objects in this Constitution set forth, or invest any income in any manner which might jeopardize the fulfillment or carrying out of its objects. The chapter shall not devote a substantial portion of its activities to carry on propaganda or otherwise attempting to influence legislation, and in no event shall the Chapter engage in any legislative activities other than those in direct furtherance of the Chapter's stated objectives. The chapter shall not participate in or intervene in any political campaign on behalf of any candidate for public office. In general, the Chapter shall not act in any way or engage in any activity which might effect its right or the right of FBLA-PBL, Inc., and the Chapter shall be so operated as to be entitled to and receive all tax exemptions, federal or local, which may be granted to charitable, scientific, or educational associations or foundations.

### Article V – Organization

#### Section 1

The chapter is a subsidiary of the Future Business Leaders of America Phi Beta Lambda, Inc. As an integral part of FBLA-PBL Inc., the chapter shall have goals and engage in activities consistent with the organization's status as a chari-

table and educational organization as defined in Section 501 (c) (3) of the Internal Revenue Code of 1954. Reports shall be submitted to FBLA-PBL, Inc., as requested.

#### **Section 2**

The chapter shall be governed by a Board of Directors, which shall serve as the policy making body for the chapter, and which shall be subject to this Constitution, the FBLA or PBL Bylaws, and the Board of Directors of FBLA-PBL, Inc.

#### **Section 3**

The Chapter shall adopt a set of Bylaws consistent with this Constitution, which shall include the powers and duties of the Board of Directors, officers and elections, meetings of the chapter, and any other provisions necessary for the orderly administration of the Chapter.

#### **Section 4**

The Chapter shall maintain such relationship with FBLA or PBL local chapters within the state of North Dakota as shall be approved by the Board of Directors. The chapter may apply to the Internal Revenue Service for a group tax exemption ruling on behalf of the local chapters within the state.

#### **Section 5**

Upon dissolution, all the assets of the Chapter shall be and remain the assets of FBLA-PBL, Inc.

### **Article VI – Emblems and Insignia**

The chapter emblems shall be the emblems of the national organization. Only members in good standing may use official emblems and insignia.

### **Article VII – Amendment**

This Constitution is a mandatory Constitution drafted by FBLA-PBL, Inc., for the adoption by its state chapters and shall be unamendable without the written consent of FBLA-PBL, Inc. Should amendments be required for the purpose of qualifying or retaining qualification under Section 501 (c) (3) of the Internal Revenue Code of 1954 or any successor provision thereto, such amendments, as approved by the Board of Directors of FBLA-PBL, shall become a part of this Constitution with or without the consent of the Chapter.

Revised by National FBLA-PBL  
December 5, 1975

Adopted April 12, 1984, by North  
Dakota State Chapter of FBLA-PBL, Inc.

National Office Address:

FBLA-PBL, Inc.  
1912 Association Dr.  
Reston, VA 22091-1591  
703-860-3334 OR  
1-800-325-2946  
FAX: 703-758-0749

North Dakota Address:

North Dakota State Chapter  
FBLA-PBL, Inc.  
State Capitol, 15th Floor  
600 E. Boulevard Ave. Dept.  
270  
Bismarck, ND 58505-0610  
701-328-2286  
FAX: 701-328-1255

# **FUTURE BUSINESS LEADERS OF AMERICA**

## **North Dakota Chapter**

### **BYLAWS**

#### **Article I – Membership**

##### **Section 1**

FBLA membership shall consist of members of nationally chartered local chapters. These members shall hold membership in their local, state, and national chapters. Membership shall consist of these classes of members:

Active Members--shall be secondary students (grades 7-12) who become members while enrolled in business or business related classes, who accept the purpose of FBLA, subscribe to its creed, demonstrate willingness to contribute to good school and community relations, and possess qualities for employment. Active members shall pay dues as established by local, state, and national FBLA and may participate in all events, in accordance with the guidelines of the awards program, serve as voting delegates to leadership conferences, hold office, and otherwise represent their local or state chapters as approved by their respective local or state advisers.

Professional Members shall be persons associated with or participating in the professional development of FBLA. Such members may include local and state chapter advisers, business teachers, business teacher educators, state supervisors of business and office education, employers or supervisors of cooperative work training students, advisory council members, business persons, and other persons contributing to the growth and development of FBLA. Professional members shall pay dues as established by FBLA, but shall not participate in events, serve as voting delegates, or hold office.

Honorary Members may be elected to a local or state chapter. They shall be persons who are assisting in the advancement of business and office education and/or who are rendering outstanding service to the local or state chapter. Honorary life members shall not vote or hold office and shall not be required to pay dues.

National Honorary Life Members may be recommended by the membership and shall be accepted upon approval by the Board of Directors of

FBLA-PBL, Inc. They shall be persons making significant contributions to the field of business and office education and/or to the growth and development of FBLA-PBL, Inc. National honorary life members shall not vote or hold office and shall not be required to pay dues.

#### **Article II – Dues and Finance**

##### **Section 1**

State dues shall be determined by a majority vote of the local voting delegates at the State Leadership Conference. State and national dues shall be forwarded directly to the national office by the local chapter, and the national office will reimburse the state chapter for state dues.

##### **Section 2**

Annual North Dakota State Chapter dues shall be \$4.

##### **Section 3**

The affairs and property of FBLA shall be managed by the National Board of Directors which shall have all powers and duties of a board of directors, according to D. C. Code 29-1018 (1967 ed.).

##### **Section 4**

The fiscal year of the Future Business Leaders of America shall be July 1 through June 30.

#### **Article III - Organization**

##### **Section 1**

The state Chapter shall be an association of local chapters, each operating in accordance with the charter granted by FBLA-PBL, Inc. Only chapters in good standing shall be referred to as "Future Business Leaders of America." Chapter charters and numbers shall be issued to each FBLA chapter by national FBLA-PBL, Inc.

##### **Section 2**

A chapter of FBLA shall be considered in good standing with the national and state organization when the following conditions are met:

- a. State and national membership dues have been paid,
- b. All reports have been submitted to the national office and state chairman as requested, and

- c. The local chapter constitution and bylaws are not in conflict with the state and national constitutions and bylaws in any of the provisions.

##### **Section 3**

Active members shall be considered in good standing when they:

- a. Attend local chapter meetings with reasonable regularity,
- b. Show an interest in, and take part in, the affairs of the chapter, and
- c. Pay their dues

##### **Section 4**

The State Executive Board shall consist of the state chairman, the state advisers, and the state president. Each member of the State Executive Board shall have one vote. The state chairman will chair the State Executive Board meetings.

##### **Section 5**

The state Chapter shall hold at least one annual state leadership conference to elect state officers and conduct business.

##### **Section 6**

The position of state chairman shall be filled by recommendation of the National Executive Director and approval of the National Board of Directors of FBLA-PBL, Inc.

##### **Section 7**

Each group wishing to become a chapter of FBLA shall make a formal written application to the North Dakota state chairman who will submit the application to the national FBLA office for approval, and the national FBLA office will issue the local chapter charter.

##### **Section 8**

Each local chapter shall have at least one adviser who shall be a local faculty member. A local chapter may have as many special emphasis groups under the chapter charter as it deems necessary to meet the interests of all students. The local chapter of FBLA shall assume full responsibility for coordinating the program for these interest groups.

##### **Section 9**

The State Executive Board shall be represented by four state advisers—one from each region. State advisers shall be

appointed by the State Executive Board to serve an unspecified term of office.

## Article IV – Officers and Elections

### Section 1

The state elected officers of FBLA shall be a president, four regional vice-presidents, secretary, treasurer, historian, and webmaster. The parliamentarian shall be appointed by the state chairman and shall serve as a voting member of the State Executive Board.

### Section 2

The person scoring highest on the parliamentary procedure written test shall be appointed parliamentarian by the state chairman and shall be installed at the State Leadership Conference. This individual shall have at least one year remaining before being graduated from a secondary institution.

### Section 3

Qualifications for Elected State Officers

- a. Only active members are eligible to hold state office.
- b. Only those applicants who are present at the State Leadership Conference and officially certified by the officer screening committee shall be eligible for nomination.
- c. To be considered for an elected office in FBLA, a candidate shall:
  1. have at least one full year remaining in their secondary program,
  2. be recommended by the chapter and endorsed by their local chapter adviser, parents, and school official, and
  3. file an official application before the deadline established by the FBLA state office.
  4. maintain a grade point average of a "C" grade in all grading periods using a grading scale of 'A, B, C, D, F'. Any officer not maintaining this academic requirement in all separate formal recorded grading periods (i.e. report cards issued to parents after a nine-week or six-week grading period) is removed from office permanently and the office is declared vacant.
  5. be eligible at all times to participate in activities approved by the North Dakota High School Activities Association. Any officer suspended from participation in high school

activities in accordance with the rules of the North Dakota High School Activities Association for any period of time, is immediately removed from office permanently and the office is declared vacant.

6. all requirements and regulations governing North Dakota FBLA State Officers are applicable to FBLA members who are candidates, or who have been elected or appointed as a national FBLA officer, representing the North Dakota State Chapter of FBLA-PBL.
7. Candidates for webmaster must have completed one year of computer application courses, and must possess the ability to edit, publish, update, and maintain North Dakota FBLA list serves, chat rooms, and web pages, including the web pages of the *Dakota RoughWriter* by July 1 of the year they begin their term of office.

### Section 4

Nominations for Elected Officers

- a. Nominees that have filed nomination papers in accordance to the established deadline(s) (Section 4, B.) will be presented at a general session of the leadership conference.
- b. The deadlines for application are as follows:

Eight weeks prior to the State Leadership Conference – Deadline for filing for all offices. Application forms must be received in state office by this date.

Seven weeks prior to the State Leadership Conference – In the event of a vacancy, the state office will contact all chapters of the vacancy.

Six weeks prior to the State Leadership Conference – Second deadline for filing for an office of a vacancy. Application forms must be received in state office by this date.

Five weeks before the State Leadership Conference – In the event of a vacancy, the state office will contact all chapters of the vacancy.

Four weeks prior to the State Leadership Conference – Final deadline for filing for an office of a

vacancy. Application forms must be received in state office by this date.

Three weeks prior to the State Leadership Conference – In the event of a vacancy, the state office will contact all chapters of the vacancy.

- c. In the event there are no candidates for an office, nominations will be accepted by the State Executive Board.
- d. Only candidates approved by the office screening committee shall be nominated.

### Section 5

Elections

- a. The president, four regional vice-presidents, secretary, treasurer, historian, and webmaster shall be elected annually by the local voting delegates at a general session of the State Leadership Conference.
- b. These officers shall be elected by a majority of the local voting delegates.
- c. Two state officers may be elected from the same local chapter. The parliamentarian may be appointed from a local chapter with two elected state officers.

### Section 6

Term of Office

- a. State officers shall be elected for one year, or until their successors are elected or appointed, and their term of office shall begin at the close of the State Leadership Conference.
- b. Officers may succeed themselves in the same office for two consecutive years.

### Section 7

Vacancy in Office

- a. A vacancy in any office, other than that of president shall be filled or remain vacant, as determined by the State Executive Board.
- b. Should the office of president become vacant, one of the regional vice presidents, determined by a yearly rotating basis, shall become president. If the vice president, who has assumed the office of president is unable or unwilling to assume or continue in the office of president, the next vice president in the rotation shall assume the duties of president. If the vice presidents cannot assume the duties, then the secretary, treasurer, historian, webmaster, or parliamentarian, shall assume the office of president in the order listed.

## Article V – Duties of FBLA State Officers

### Section 1

The president shall:

- a. serve as chairman of the State Executive Board, meetings of FBLA,
- c. appoint appropriate committees and committee chairman,
- d. serve as an ex-officio member of all committees, and
- e. perform other duties for the promotion and development of local, state, and national FBLA, and
- f. maintain a close and continuing relationship with the state chairman of FBLA.

### Section 2

The four regional vice presidents shall:

- a. on a yearly rotational basis, by region, fill in for the president, if needed.
- b. serve as a communications liaison by gathering news and information from the chapters by region and submitting it to the webmaster.

#### Region I

All schools located east of Highway 3 and north of Highway 200.

#### Region II

All schools located west of Highway 3 and north of Highway 200.

#### Region III

All schools located west of Highway 3 and south of Highway 200.

#### Region IV

All schools located east of Highway 3 and south of Highway 200.

### Section 3

The secretary shall:

- a. keep an accurate record of all business meetings of the State Leadership Conference and the State Executive Board,
- b. supply at least one copy of the minutes and substantiating reports to the president and state chairman promptly, and
- c. assist in the promotion and development of FBLA.

### Section 4

The treasurer shall:

- a. assist the state chairman in keeping accurate records of receipts and disbursements,
- b. present financial reports to members at State Executive Board meetings and the State Leadership Conference, and
- c. assist in the promotion and development of FBLA.

### Section 5

The historian shall

- a. be responsible for writing and publishing the North Dakota State Chapter Annual Business Report, and
- b. assist in the promotion and development of FBLA.

### Section 6

The webmaster shall:

- a. be responsible for publishing the *North Dakota FBLA Website* on the World Wide Web,
- b. submit appropriate items to the publisher of national FBLA publications and other state and local publishers and broadcasters, and
- c. assist in the promotion and development of FBLA.

### Section 7

The parliamentarian shall:

- a. advise the president on the orderly conduct of business in accordance with FBLA Bylaws and *Robert's Rules of Order Newly Revised-1990 Edition*, and
- b. assist in the promotion and development of FBLA.

### Section 8

These officers shall serve on the State Executive Board, perform the duties prescribed in the Bylaws, and perform such other duties as directed by the president and the state chairman which are not inconsistent with these Bylaws or other rules adopted by FBLA.

## Article VI – State Leadership Conference and Meetings

### Section 1

A state leadership conference shall be held each year.

### Section 2

Each local chapter in good standing shall be entitled to send two to four local voting delegates from its active membership to the State Leadership Conference in accordance with the following:

- a. under 50 members – two voting delegates
- b. 50-100 members – three voting delegates
- c. over 100 members – four voting delegates

### Section 3

All voting delegates and competitive event participants of local chapters shall be officially certified by their respective advisers and their names submitted by a deadline set by the State Executive

Board for the State Leadership Conference.

### Section 4

Local voting delegates shall be entitled to vote on all matters which come before the State Leadership Conference. There will be no proxy voting.

### Section 5

The quorum for all business meetings at the State Leadership Conference shall be a majority of the currently registered voting delegates eligible to vote and in attendance at that meeting.

### Section 6

Leadership development conferences and meetings may be held as determined by the State Executive Board.

## Article VII – State Executive Board

### Section 1

The State Executive Board shall consist of the state chairman, the state advisers, and the state president. Each member of the State Executive Board shall have one vote. The state chairman will chair the State Executive Board meetings.

### Section 2

The State Executive Board shall:

- a. adopt policies of operation for FBLA as deemed necessary,
- b. approve committee appointments and the creation of new committees by the president.
- c. review all proposed amendments to the Bylaws,
- d. Present to the voting delegates at the State Leadership Conference those proposed amendments which have been approved by the State Executive Board, and
- e. perform such other duties as are prescribed by these bylaws.

### Section 3

Special meetings of the State Executive Board shall be called upon at the written request of three voting members of the State Executive Board. At least one State Executive Board meeting will be held annually.

### Section 4

Business of the State Executive Board may be conducted by mail, e-mail, or teleconference at the discretion of the president and approval of the state chairman and state advisers. All mail, e-mail, or teleconference business, and results of this business, shall be recorded



in the minutes of the next regular State Executive Board meeting.

## **Article VIII – Committees**

### **Section 1**

Advisory and other committees to assist in the growth and development of FBLA may be appointed as deemed necessary by the State Executive Board.

### **Section 2**

The president of FBLA shall, with the approval of the State Executive Board, establish committees, and appoint their members for a period not to exceed the president's term in office, and assist in their activities.

### **Section 3**

Committee business may be conducted by mail, e-mail, or teleconferences at the discretion of the state chairman. For adoption, action by mail, e-mail, or teleconferences shall require a plurality vote of the members eligible to vote and shall be reported to the committee members not later than the next regular committee meeting.

## **Article IX – Emblems and Colors**

### **Section 1**

The official emblem and insignia item designs are described and protected from infringement by registration, in the U. S. Patent Office, under the Trademark Act of 1946. The manufacturing, reproduction, wearing, or displaying of the emblem shall be governed by the National Board of Directors.

### **Section 2**

Emblems and insignia shall be uniform in all local and state chapters and within special-emphasis groups; they shall be those of FBLA. Only members in good standing may use official emblems and insignia.

### **Section 3**

The official colors of FBLA shall be blue and gold.

## **Article X – Parliamentary Authority**

### **Section 1**

The rules contained in *Robert's Rules of Order Newly Revised-1990 Edition* shall govern the FBLA in all cases to which they are applicable and in which they are not inconsistent with the rules of FBLA-PBL, Inc., these Bylaws, or any special rules of order the FBLA may adopt.

## **Article XI – Amendment of the Bylaws**

### **Section 1**

Proposed amendments to these Bylaws shall be submitted in writing not later than December 1 to the state chairman by local chapters or by a state officer. Notice of proposed amendments shall be sent to local chapters by February 1.

### **Section 2**

Proposed amendments shall be reviewed by the State Executive Board and must be approved by the State Executive Board before they can be submitted to the voting delegates. The State Executive Board shall present approved amendments, with recommendations, to the voting delegates at the State Leadership Conference.

### **Section 3**

A two-thirds vote of the voting delegates registered at the State Leadership Conference and in attendance at all business meetings is required for adoption of amendments.



## **APPENDIX B**

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### **National Leadership Conference Information**

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**Join the North Dakota FBLA Travel Group  
Institute for Leaders  
FBLA National Leadership Conference  
Anaheim, CA**

Join the North Dakota FBLA Travel Group and attend the Institute for Leaders and the FBLA National Leadership Conference in Anaheim, CA, and participate in other fun-filled activities of the area on June 23 – 28, 2009.

**Travel World of Crosby** has been designated as the exclusive North Dakota FBLA travel agency. You cannot participate in the North Dakota FBLA room block or participate in activities and services provided in the travel package unless **Travel World of Crosby** makes your airline reservations. By using **Travel World of Crosby** to book your plane reservation, you will receive the lowest airfare available. Family members and friends are invited to become part of this group. Reservations, all monies to be paid, and questions about the travel package should be directed to **Travel World of Crosby**. Phone toll free at 1-800-965-6232 or e-mail at [travelwld@nccray.com](mailto:travelwld@nccray.com).

**Travel World of Crosby** will coordinate for the North Dakota FBLA state office all travel arrangements and assist with the assembling of a winning North Dakota FBLA competitive events team. **Travel World of Crosby** will assist you in finding roommates with other North Dakota FBLA members attending to cut expenses and get the lowest room rates. Room rates, registration fees, ground transportation, and other activity fees have not yet been determined, so it is very important to watch for announcements and up-to-date information from **Travel World of Crosby**, the North Dakota FBLA state office, and the national FBLA-PBL conference department. Contact the national FBLA office at 800/325-2946 ext. 119 and/or go to the national FBLA-PBL Website: <http://www.fbla-pbl.org>.

***Every FBLA member must have an adult chaperon from their local chapter in order to participate in the travel group. This could be your local FBLA chapter adviser, school official, parent, or other responsible adult. No chaperon may supervise more than ten FBLA members. Liability release forms and parental permission forms will be required for all members attending.***

The only role the North Dakota FBLA state office will assume is to register FBLA members for the competitive events and confirm your participation in these competitive events at the NLC. **Neither the state office nor Travel World of Crosby will register you for the conference.**

Every active chapter of FBLA will receive the FBLA-PBL NLC Guide in April, 2009, which will contain up-to-date conference information, schedule of activities, registration forms, etc. *It is very important that all participants register for the NLC by the designated deadline, or you cannot vote!* The 2009 NLC conference registration fee has not been determined, but the registration fee was \$95 in 2008. **Travel package costs determined by Travel World of Crosby do not include the FBLA conference registration fee.**

**Travel World of Crosby** will arrange air transportation from Bismarck, Fargo, Grand Forks or Minot, as requested. They will also arrange for ground transportation and arrange other fun-filled activities to nearby attractions. Contact **Travel World of Crosby** if you have suggestions to nearby attractions in Anaheim, CA. Ground transportation will be provided to/from the airport/hotel as well as check-in/check-out of the hotel. All travel group participants will participate in tours and activities in the Anaheim area.

The National FBLA Dress Code is strictly enforced for all attending the NLC. Advisers, members, and guests attending general sessions, competitive events, regional meetings, workshops, and other activities, unless otherwise stated in the conference program, must conform to the National FBLA-PBL Dress Code. Conference name tags are part of the dress code and must be worn at all times.

More details will be available at the North Dakota SLC. Be sure to visit with Steve and Ardis Joraanstad of **Travel World of Crosby** at their booth on March 30, 2009. They will be happy to answer any questions you may have about the North Dakota FBLA Travel Group, attending the Institute for Leaders, and the FBLA National Leadership Conference in Anaheim.

### **COMPETITIVE EVENT REGISTRATION**

Check the national competitive event guidelines in the Chapter Management Handbook to see if you placed high enough (1<sup>st</sup> place, 2<sup>nd</sup> place, and in many cases, 3<sup>rd</sup> place) to compete at NLC. If so, you must phone in (1-800-965-6232) your intentions (YES or NO) to **Travel World of Crosby no later than April 13, 2009**. If the first, second or third place winner is not going to compete at the NLC, we will contact the third or fourth place winner, and so forth, until we have a complete team of competitors from North Dakota in all events. **Please phone in (1-800-965-6232) or email (travlwld@nccray.com) your YES or NO answer no later than April 13, 2009 to Travel World of Crosby.**

# Travel World of Crosby Information Sheet

Please mail a copy of this form and a \$200 nonrefundable deposit for each person who is traveling, to:

TRAVEL WORLD OF CROSBY, PO BOX 124, CROSBY, ND 58730

Phone: 1-800-965-6232

e-mail: travlwd@nccray.com

**DUE: April 13, 2009**

Legal Name (as it appears on drivers license or birth certificate)	Home Phone	Home E-mail
Mailing Address		City, State, Zip
I am a: <input type="checkbox"/> Student <input type="checkbox"/> Adviser <input type="checkbox"/> Chaperon		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
I am a: <input type="checkbox"/> Senior <input type="checkbox"/> Junior <input type="checkbox"/> Sophomore <input type="checkbox"/> Freshman		
At the State Conference, I placed: ____ 1 <sup>st</sup> , ____ 2 <sup>nd</sup> , ____ 3 <sup>rd</sup> , ____ other (list place) in the ____ event.		
High School:	School Phone:	School e-mail:
Adviser/Chaperone:	Adviser/Chaperone Email:	Adviser/Chaperone Phone Number:
T-Shirt Size: <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> X-Large <input type="checkbox"/> XX-Large		
Type Room: ____ smoking ____ non smoking  <input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Triple <input type="checkbox"/> Quad	Roommates: 1. 2. 3.	
Credit Card: ( <i>airline ticket only</i> )	Expiration Date:	
Departure City:  <input type="checkbox"/> Bismarck <input type="checkbox"/> Fargo <input type="checkbox"/> Grand Forks <input type="checkbox"/> Minot	Northwest Airlines World Perk #: (Frequent Flyer Program)	

## Participants agree that:

Personal safety and liability for accidents is a personal liability for each individual participating. Travel World of Crosby, North Dakota State Chapter of FBLA-PBL, the Department of Career and Technical Education, the organizer of this travel group, local school districts and colleges, FBLA-PBL chapters and advisers, and local chaperons are not responsible for the health and safety or loss of personal property of any person participating in this travel group. All individuals must carry their own personal health, accident, and travel insurance.

Every person is fully aware of the dangers and perils of the trip. No person, during day or night, is to leave the hotel alone. No minor student is to leave the hotel without an adult chaperon. Money, including traveler's checks, and valuables, should be kept in a safe deposit box. The hotel itself is not safe. Doors should be chain locked at all times. This travel group assumes no responsibility for the personal safety, loss of personal property, accidents, or the health of any individual participating.

A parental guardian must sign this form.

As parental guardians, we permit our child to participate in this travel group with the understanding that he/she is personally responsible for personal safety and liability as stated above.

**We agree to the above-stated conditions.**

Signature of Adult Participant or Student's Parent/Guardian

**NOTE: You must submit to Travel World the FBLA Code of Conduct Form and Medical Liability Release/ Parental Permission Slip form prior to ticketing.**







## North Dakota FBLA Code of Conduct

North Dakota State Board for Career and Technical Education  
SFN 53432 (7/02)

Student Name (print/type)

School (print/type)

☐ Fall Leadership Conference

☐ State Leadership Conference

☐ National Leadership Conference

**Advisers:** Have each delegate sign a copy. Signed copies must be turned in at registration.

### ***FBLA-PBL Code of Conduct***

FBLA-PBL members have an excellent reputation. Your conduct at every FBLA-PBL function should make a positive contribution to extending that reputation. Listed here are rules of conduct for the FBLA Leadership Conferences. All delegates will be expected to:

1. Behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, other delegates, advisers, or upon FBLA-PBL.
2. Obey all local, state, and federal laws.
3. Avoid conduct not conducive to an educational conference. Such conduct includes, but is not limited to, actions disrupting the businesslike atmosphere, association with non-conference individuals, or activities that endanger self or others (running in the General Sessions, standing on chairs, using laser points during workshops, bodysurfing at dances, etc.)
4. Keep their advisers informed of their activities and whereabouts ***at all times***. Accidents, injuries, and illnesses must be reported to the local or state advisers immediately.
5. Observe the curfews as listed in the conference program. Local and state advisers as well as security personnel will enforce curfews. Curfew is defined as being in your own assigned room by the designated hour.
6. Avoid alcoholic beverages and controlled or illegal substances of any form. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the delegate to criminal prosecution.
7. Act as guests of the hotel and conference center. Delegates must obey the rules of these facilities. The facilities have the right to ask a delegate or delegates to leave. ***Do not throw anything*** out of windows or over balconies. Do not run down hallways. Noise should be kept at a reasonable volume, especially in the hotels. Remember there are other guests in the hotels who have rights as well. Trash (this includes pizza boxes, bottles, cans, etc.) must be placed in the proper receptacles and not left on guest room or meeting room floors. Individuals or chapters responsible for damages to any property or furnishings will be responsible for its repair or replacement.

Local advisers are responsible for the supervision of delegate conduct.

### **Disregarding or Violating the Code of Conduct**

Delegates who disregard or violate this code will be subject to disciplinary action, including, but not limited to, forfeiture of privileges to attend further events, confinement to your hotel room, dismissal from the conference, and being sent home at your own expense. Parents and/or guardians will be notified and FBLA-PBL reserves the right to notify law enforcement.

I agree to abide by the Code of Conduct and the Dress Code.

Signed: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

FBLA-PBL members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate attire is required for all attendees - advisers, members, and guests - at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

Professional attire acceptable for official FBLA-PBL activities include:

#### **MALES**

- Business suit with collared shirt and necktie
- Sport coat, dress slacks, collared shirt, and necktie
- Dress slacks, collared shirt, and necktie
- Business suit or sport coat with dress slacks and banded collar shirt
- Sweater or sweater vest, collared shirt with necktie, and dress slacks
- Dress socks and dress shoes
- Dress socks and dress Doc Marten style shoes (Not sandals, boots, or other shoes with heavy soles)

#### **FEMALES**

- Business suit with blouse or sweater, sleeveless suit is appropriate
- Business pantsuit with blouse or sweater
- Skirt or dress slacks with buttoned-up blouse or sweater
- Business dress
- Capris or gauchos with coordinating jacket/suit, worn below the knee, with nylons
- Nylons when wearing skirts or dresses
- Dress shoes (closed or open toe)

#### **INAPPROPRIATE ATTIRE, FOR MEN AND WOMEN, INCLUDES:**

- Jewelry in visible body piercing, other than ears
- Hair dyed an unnatural color
- Cargo pocket or zip-off pants
- Jean-style khaki pants or skirt, or other pants or skirts with pockets sewn on the outside
- Denim, canvas, flannel, or chambray fabric
- Backless, see-through, tight-fitting, spaghetti strapped, strapless, or low-cut blouses/tops/dresses
- Dress t-shirts (Sweaters and blouses are only appropriate)
- Clothing that shows any midriff skin
- Skirts shorter than 2 inches above the knee
- T-shirts, spandex, tank tops, or bathing suits
- Blouses that are not buttoned appropriately
- Casual shoes – no sandals, athletic shoes, work shoes, hiking boots, over-the-knee-boots, flip-flop/thong sandals of any kind, or bare feet
- Athletic wear-including sneakers
- Hats
- Bolo ties
- Visible foundation garments

**CLARIFICATION:** Many women's two-piece suits are currently designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes (with closed toes) and sleeveless dresses/suits are accepted.

### ***FBLA-PBL Dress Code***



# Career and Technical Student Organizations Consent and Medical Release

NORTH DAKOTA DEPARTMENT OF CAREER AND TECHNICAL EDUCATION

**DECA•FBLA•FCCLA•FFA• SKILLSUSA-VICA •TSA**

Participant's Name	Chapter
Social Security Number	Date of Birth
Name of Insurance Company	Policy Number
Known drug allergies	Last tetanus administration received
History of: (check if applicable) <input type="checkbox"/> Heart Condition <input type="checkbox"/> Diabetes <input type="checkbox"/> Asthma <input type="checkbox"/> Epilepsy <input type="checkbox"/> Rheumatic Fever	
<input type="checkbox"/> Other (explain)	
Medication currently being taken:	
Any physical restrictions or other conditions? <input type="checkbox"/> No <input type="checkbox"/> Yes (explain)	
In the event we are unable to reach you, please list name and telephone number of either nearest relative and/or family physician.	

## MEMBER OBLIGATION

While attending any Career and Technical Student Organization Function, I will make sure that my attitude, conduct and appearance will be such as to reflect credit to my chapter, school, community and our State Association.

\_\_\_\_\_  
Signature of Participant

## PARENT OBLIGATION

I, the parent/guardian of the above-named student do hereby grant permission for him/her to attend activities for the 2008-09 school year. I authorize adult advisors/chaperons to routinely check member's room to insure that students adhere to policies established by the local school district. In the event of an emergency, I do voluntarily authorize medical services to be administered and/or obtained for the above-named person as deemed necessary in medical judgment and in accordance with the above confidential information. I agree to indemnify and hold harmless the Career and Technical Student Organizations and/or assistants and designees for any and all claims, demands, actions, rights of action, or judgments by or on behalf of the above named person arising from or on account of said procedures or treatment rendered in good faith and according to accepted medical standards.

Home Phone:

Work Phone:

\_\_\_\_\_  
Signature of Parent/Guardian

## MEDIA PERMISSION

We authorize Career and Technical Student Organizations to distribute for publication the above member's name and/or picture in any results for the 2008-09 school year (examples would include: printed publications, web pages, radio, etc.). (Note: At no time will addresses or phone numbers be published.)

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Signature of Parent/Guardian

Subscribed and sworn to me this

\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Notary Public in and for the State of

Residing in \_\_\_\_\_

\_\_\_\_\_  
Notary's Signature



## ***North Dakota State Board for Career and Technical Education***

*Darrel Remington*, Chair, Belfield

*Jeffery Lind*, Vice Chair, Rugby

*Maren Daley*, Member, Bismarck

*Brian Duscherer*, Member, Carrington

*Robert Geske*, Member, Enderlin

*William Goetz*, Member, Bismarck

*Dr. Wayne Sanstead*, Member, Bismarck

*Susan Stibbe*, Member, Hunter

*Rita Wilhelmi*, Member, Stanley

North Dakota FBLA-PBL is sponsored as part of the  
Department of Career and Technical Education  
Wayne Kutzer, State Director and Executive Officer  
Kelly Scholl, FBLA-PBL State Chairperson  
State Capitol Building, 15<sup>th</sup> Floor  
600 E. Boulevard Ave., Dept. 270  
Bismarck, ND 58505-0610